

Friendly Fifth Friday News
January 1, 2021- Happy New Year Everyone!

Send all web posting info and calendar dates/events directly to our webmaster at inputd5@sonsofnorway5.com



Thank you so much! All D63 reports are in!

All District 5 lodges have submitted their D63 reports! We had one that emailed the form up to Sherry today and all the rest were done online. So I feel very confident that all are in the system!

A huge thank you to everyone who submitted reports, called lodges, and helped us to get these reports submitted ONE DAY BEFORE the deadline! 😊

You made this District Secretary very happy!

Happy New Year- Darlene Arneson

So what's next for officer listings?

Now that our Districts are all in, we have to wait until the other 7 get all of theirs in. I know that Sherry is pushing to get this done as soon as possible!

Once all eight Districts have reported, then Sherry makes sure that they have anything that was emailed or sent hard copy (shouldn't be hardly any hard copy), and that's when they "turn over" the list. So until then, you will still see your current 2020 officer list on the website. Hopefully she will be able to make that change by mid-January. So please be patient!

Also, once she turns over to the new lists, she will email all the District Secretary's the complete lodge officer lists for their District. That is when I'll switch over to using that list for the FFFN. Until then, I'm using the 2020 list. So if you are no longer an officer, you will still probably get the FFFN until mid-January!

Once I get the new list of 2021 lodge officers, then I'll do the District Directory and send it out to the Lodge President and Secretary.

So that's the process! Please contact me if you have any questions.
Thank you again! Darlene

FraternalGives Reporting – Due February 15 online or by form

Video to assist- <https://youtu.be/NbisO2E95BM>

Here are the screen shots of what you have to fill out

District Five Documents | Sons of Norway | Fraternal Gives: Edit Activity

fraternalsgive.org/Fraternal-Give/Activity-Listing/Edit-Activity.htm

Home | Reporting | Links | Help and FAQs | Manage Activities | Manage Users

Home > Manage Activities > Edit Activity

Edit Activity

Activity Info **Activity Name:** *Required

Activity Description: *Required

City: *Required

State/Province: - select - *Required

In Canada:

In Norway:

Start Date: *Required

End Date:

This is an activity for which I am requesting funding.

How much funding are you requesting?

Activity Type
Pick from one of these three choices: - select - *Required

Categorize Activity (check all that apply):

- Athletic/Health/Wellness
- Educational
- Ethnic/Cultural
- Female - Focused
- Male - Focused
- Fundraisers (for other causes)
- Fundraisers for society scholarships
- Planning/Leadership Meeting
- Religious
- Senior
- Youth

Activity Metrics

Number of Member Attendees:

Number of Non Member Attendees:

Monetary Donation, if Any:

Expenses Related to Activity:

Revenue (Reg Fees, etc., Not Donations):

Other Funds Raised:

Funds Matched By Home Office:

In Kind Donation Value:

Total Volunteer Hours (sum of all volunteer's hours): *Required

Number Of Volunteers:

Upload Photos: Or email your photo to your home office

Linked Text	Destination
<input type="text"/>	<input type="text"/>

contact. Include your society, your chapter name, the event name and description in the text of the email.

Society: Sons of Norway *Required

Chapter: No Chapters Available *Required

Sample of what info you need before going online!

Activity Name	
City and State	
Start Date and End Date	
Activity type: Donation (no event); Member Activity or Service Project/Community Service Check one of the three options:	Donation ____ Member Activity ____ Service Project or Community Service ____
# members attended	
# non-members attended	
Total Volunteer Hours	
# of volunteers	

FraternalGives questions we had that were answered by Sherry Gorse a few years ago but I think are still relevant.

<p>What do all the terms mean and what gets reported?</p>	<p>There are really two kinds of activities or events.</p> <p>A group event: people working together at the same place and time, scheduled in advance by the district. Examples: District Bowling Tournament, District Convention, Officer Training Meeting, Planning Meetings for the Bowling Tournament etc.</p> <p>Individual Service Activities: Individual people working apart from each other on their own time, performing tasks for the district. Some examples: district editor working on the district newsletter or Facebook page, the district secretary preparing minutes and the district president writing a speech.</p> <p>Reporting a group event: Volunteer hours for a group event encompass the time the volunteers work at the event and travel time to and from the event. It can also include volunteer time spent setting up or tearing down after an event.</p> <p>Planning meetings for a group event should be counted as separate events because they take place at separate places and times.</p>
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To approximate travel time for a group event, you can estimate the average time it takes for the volunteers to travel to and from the event. Or, if you have a small enough number of volunteers, you can figure out how much each person traveled and then add it to the event hours.

Reporting Individual Service Activities:

District volunteer hours for single person activities should be compiled on a monthly basis.

At the end of each month, the district secretary collects the individual volunteer hours worked by district officers. For all the membership (fraternal) hours, he/she creates an activity called, for example, "March District Officer Duties Fraternal". The number of District Officers and Directors who turned in their information equal the number of volunteers. He/She then adds all their hours together and enters the total as the number of volunteer hours.

If the district officers put in individual time towards a district program that is community focused that month, the district secretary would create another activity called "March District Officer Duties, Community" and enter the number of volunteers and total hours for the month.

If more than one board member took part in the event (i.e. conventions and board meetings) does that count as an event for each person or just one? If it only counts as one event do they want to know the number of members that participated?

When people are working together at the same place and time, it is considered one event.

So a board meeting attended by 10 board members would be one event. FraternalGive does ask for the number of members attending, but the focus is on the number of volunteers and most especially the number of volunteer hours.

So for example
Spring Board Meeting
10 volunteers (board members) attended entire event.
6 hours long
60 hours spent in meeting
Average travel time of each volunteer: 2 hours to, 2 hours back = 4 hours each. So, 40 hours travel time.

	Event time + Travel Time = 100 volunteer hours for one event.
<p>For events that are on a zone/District level: (i.e. convention, zone meeting, picnic)</p> <p>Does only the District count this activity or do lodges record their members travel time and attendance time?</p> <p>For District activities that an International Director attends, where is that International Directors activities recorded? On the District? On their local lodges?</p>	<p>When an event is being run by the district or run on behalf of the district by a lodge, that event and volunteer hours should be counted by the district.</p> <p>-----</p> <p>District Convention: The convention is being run by and/or on behalf of the district. The body of delegates is officially referred to as the District Lodge and they are making decisions at a district level and so are working for the district. All the volunteer hours which take place at the district convention should be tracked by the district. This includes the hours of the delegates, district officer and director hours and hours worked by regular members during the convention.</p> <p>Zone Meeting: Because it is an event run on a district level, the event and volunteer hours would be counted by the district secretary rather than individual lodges.</p> <p>District Picnic: The picnic and any planning meetings would be considered district events.</p> <p>If the event is being run by or on behalf of the district, then the International Director's time would be recorded by the district.</p>
<p>For a convention, how are all the convention planning meetings, time and pre-work recorded?</p> <p>Does that go onto the grand total for the convention?</p> <p>Is each planning meeting (or month) an event and who reports it- the District or the lodge(s) that are planning it?</p>	<p>District Convention Planning Meetings: Even though these are often run at a lodge level, the members are working on behalf of the district and so these meetings are district events. The lodge secretary would compile information about the event and volunteer hours to pass them on to the district secretary who will then enter them into FraternalGive.</p>
<p>Will it stay that all they want to know is the number of events and hours for Fraternal and Community Service for Districts? That will help us instruct our boards with the info we need.</p>	<p>The American Fraternal Alliance is not planning to add any other categories. They also require Fraternal and Community monies spent, but Sons of Norway Headquarters can derive this from the district's D17 Financial Statement form.</p>
<p>How do other Districts have activities that qualify as Community Service?</p>	<p>If a district has an event that raises money for the Sons of Norway Foundation, District</p>

	Scholarship, or another charity, this would qualify as Community Service.
Related to questions we get from local lodges:	
I'm getting calls asking questions about what hours are acceptable for lodges. Some older members still want to use non-SON community hours (Meals on Wheel, church, etc) like they did years ago.	<p>The American Fraternal Alliance uses this data to demonstrate the impact Sons of Norway has on its members and on its communities.</p> <p>This means that all the wonderful volunteer work our members do that is organized outside of Sons of Norway should not be included on this report.</p> <p>A member who is excited about a particular charity or cause can propose an idea for a lodge sponsored group or project to the lodge board of directors. For example, the lodge could recruit members to join a "Workplace Delivery Team" for Meals on Wheels that would provide meals for 8 to 10 people in need over the lunch hour. Such an initiative would give members the opportunity to serve their community and also give the lodge a little publicity. Because this group would be organized and sponsored by the Sons of Norway lodge, the related volunteer time could be tracked as part of the American Fraternal Alliance program.</p>
They are asking for simplified instructions on documenting fraternal and community hours. The extended information that they've gotten in the past apparently causes confusion in quite a few. Need to apply the KISS principle, I think.	Sons of Norway is always looking for ways to make this program's instructions more simple. However, we do need to follow the guidelines for the program as set by the American Fraternal Alliance. Suggestions to improve the instructions are very welcome!

Other deadlines!

February 15, 2021 (based on 2020's calendar as the new calendar from the home office isn't out yet!)

- D17 financial form is due from the lodges 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.

Check out these great resources~ you must log in first!

The Lodge Leadership Manual is an excellent PowerPoint – great for your next officer/lodge meeting!

https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/training_and_presentation_resources/presentations/

The screenshot shows a web browser window displaying the Sons of Norway website. The URL in the address bar is https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/training_and_presentation_resources/presentations/. The page features a navigation menu on the left with categories like 'Sons of Norway 2020 Member Recruitment Campaign', 'Lodge Leadership Resources', and 'Presentations'. The main content area lists three presentations: 'Lodge Leadership Manual', 'Governing Documents and Roles and Responsibilities', and 'Local Lodge Leadership'. Each presentation includes a thumbnail image and a brief description. The Windows taskbar at the bottom shows the time as 8:51 PM on 12/30/2020.

https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/training_and_presentation_resources/leadership-resource-videos/

The screenshot shows a web browser window displaying the Sons of Norway website. The URL in the address bar is https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/training_and_presentation_resources/leadership-resource-videos/. The page features a navigation menu on the left with categories like 'Sons of Norway 2020 Member Recruitment Campaign', 'Lodge Leadership Resources', and 'Leadership Resource Videos'. The main content area has a blue header 'Leadership Resource Videos' and lists two videos: 'An Interview with Kathy Dollymore, District 3 President' and 'Leadership'. Each video includes a thumbnail image and a brief description. The Windows taskbar at the bottom shows the time as 8:52 PM on 12/30/2020.

Have you elected your audit committee yet?

This is an older document from International, but it gives some guidance yet!

<https://www.sofn.com/wp-content/uploads/2018/11/2006-GFL-Auditing.pdf>

Keep in mind your audit committee should meet to complete their work (D17 forms) so you have that information for the D17 report along with the Lodge Achievement form- both due February 15.

Where to find all the financial forms

https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/lodge_forms/

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

MEMBER RESOURCES

- Sons of Norway 2020 Member Recruitment Campaign
- Lodge Leadership Resources >
- Administrative Resources >
- Lodge Forms >**
- Lodge Financial Statement
- Communications Tool Kit >
- Important Deadlines
- Training and Presentation Resources >
- Tubfrim
- Viking Resource
- Governance >
- Cultural Programming >
- Events and Community >

Cultural Forms

- Sons of Norway Genealogy Guide
- Cultural Skills Brochure
- Sparebøsse (Spare Change) Coin Bank Labels – Form 3010
- Sports Medals Order Summary – Form 805

Financial Forms

- Local Lodge Financial Statement – D-17 (online)
- Local Lodge Financial Statement – D-17 (Static PDF form)
- Local Lodge Financial Statement (D-17) Instructions
- Building Association Financial Statement – D18 (online)
- Building Association Financial Statement – D-18 (Static PDF form)
- Building Association Financial Statement (D-18) Instructions
- Lodge/District Deposit Fund – Form 18
- Lodge/District Fund Withdrawal Request – Form 19
- Change of Authorized Signers on Lodge Deposit Account
- Treasurer's Record of Bills – Form 124

Lodge Forms

These include the D17 (audit), D18 (audit for building corporations), link to D17 online- all ones you may need by February 15!

Bylaw Voting

I have received 50 votes so far on making the “clean up changes” for the zones in our bylaws. This is simply removing the three lodges that have disbanded or merged and adding the new one. We need a 2/3 to pass so need 72 votes (109 possible). At this point, we have 48 in favor and 2 opposed. With all the issues with mail delivery, I hope that the blue postcards all make their way back to Skaalen Road so I can report the final vote next week!

Thanks!

Darlene Arneson

From Cheryl Wille-Schlesser



Gratulerer til alle!

This is the last and final call for lodges to submit their miles and pictures for the Virtual Walk to Norway challenge. The slide show is nearly finished and will be sent to the webmaster for posting next week.

Participating lodge names can be found soon on the District 5 website.

Participant certificates are being completed, and they will be sent to Lodge Presidents for sharing with their members.

The District 5 Sports and Recreation Committee thanks all the participating lodges for their involvement in helping the Fifth District to celebrate the 125th Anniversary of the Sons of Norway!

Deadlines and Dates!

Changes in red! I hope to have the new calendar from International by next week!

Nordic News Weekly Program- Every Tuesday night

Tune in at 6:20 PM (Central); 7:20 PM (Eastern) every Tuesday.

By computer: <https://gotomeet.me/SofN-D5>

By phone: 646-749-3112 (access code: 509-077-557)

By iPhone, iPad, or Android tablet/phone: download the GoToMeeting app from the Apple or Google Play Store. Launch the app and enter the meeting code: SofN-D5

January 8, 2020

- Scholarship due for Virtual History Class

January 9 and January 16, 2021

- NAGC & NL and District 5 Genealogy Class

January 23, 2021

- **Zone Meeting via ZOOM**

February 4, 11 and 18, 2021

- Jimmy Miller's Woodcarving class

February 15, 2021 (based on 2020's calendar as the new calendar isn't out yet!)

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February 25-27, 2021

- Barnebirkie and Birkie Ski Races Hayward, WI. Cookies will not be needed this year from the lodges.

April 16-17, 2021

- District 5 Board Meeting- Nashville, TN
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DISTRICT FIVE LODGE MEETING

Idun Lodge will host the meeting on June 15-19,2022 at the Madison Marriott West in Middleton, Wisconsin.

INTERNATIONAL LODGE MEETING

The International Lodge Meeting will be held in 2022 in Minneapolis, MN.

Viking Chest Rotation

The Viking Chest has not traveled since the health emergency began, and the new schedule cannot be announced until it is safe to hold in-person meetings. Therefore, the rotation schedule is suspended until further notice.

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 Wednesday night. 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