

Friendly Fifth Friday News

January 12, 2018

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

Send all web posting info to inputd5@sonsofnorway5.com

Questions on the new dues structure? 2018dues@sofn.com

One more lutefisk dinner!

Our Lutefisk Dinner is on February 3, 2018, at Our Savior’s Lutheran Church, [306 S. Main Street, Westby WI](#)

1:00-4:00

Adult Lutefisk/Meatball Dinner -\$15.00 - Age 6-12 \$8:00 - Under 6 Free

Sandy & Ron Iverson

Year-end Reports

A packet of year-end forms were mailed to lodge secretaries at the beginning of November. The packet included:

Lodge Achievement Form

This form, with yes and no questions about lodge programming and activities done during 2017, can be completed online or by returning the completed paper form to Membership Services at Sons of Norway Headquarters.



Update on Financial forms:

D-17 Audit form for lodges and building corporations: I have had a number of email exchanges with the International office as the new forms are not on the website and the mailing has not been sent to the lodge treasurers yet. I know there is a lot going on for this year-end at the office with year end finances, membership, new dues structure.....

I was told on Wednesday night that the forms will be done "soon" and the mailing will go out to treasurers. I was also told that there will be a revised form for building corporations.

I am not sure when they will be done. Mandt was to have our audit last night but it was cancelled due to icy roads. I hope we have this all early next week.

This Year-End Report mailing contained three documents. All are due February 1, 2018!! This was sent to the lodge secretary and Mandt's was postmarked November 14. If you have a new secretary, they need to get it from the previous secretary!

- American Fraternal Alliance Year End Report- one page and if you enter the hours online at FraternalGives.org, you don't need to fill out the form.
- Lodge Achievement Form- this is a REQUIRED REPORT. Due February 1, 2018.
- Family Lode of the Year- not required but I highly recommend you fill it out. Due February 1, 2018 and needs to be signed by the Lodge President and Secretary.

Also due in February, the D17 Lodge Audit Report! I don't have a copy of this one so am not sure of the instructions. It will be sent to the lodge treasurer. If you own a building, both the lodge and the building corporation must fill these out **and I was informed that the building corporation D17 form will be revised and different than the lodge one!** The D17 forms are due February 15, 2018 **and sent to the District President Andrew Johnsen.**

Delegate totals and convention related documents are coming!

I won't throw stones at the International as my "to-do" list in January is quite long and I have not gotten the delegate totals done. I hope to do that tonight after work. I still don't have the complete new officer listing so am still using the 2017 list but if the previous President or Secretary gets it, they need to forward it to the new ones. My apologies on this delay.

I also have some documents related to the convention that I will get updated this weekend and sent out. They include bid proposals for the 2020 convention, bylaw and resolution forms, and some other related items.

Again, thank you for your patience.

Officer installation ceremonies

I have been asked by District board members and lodges for sample copies of officer installations. I found a pdf on the International website in the Guide for Leadership section. The problem is we can copy (at least I haven't figured out how!) and edit them.

I still have the leather ceremony books that were given to the lodges a number of years ago. I know that some wording has changed and your lodge might have different lodge offices, the description might be different for what you ask that officer to do, and other edits.

Feel free to use either of these for your officer installations. We just had Cheryl Schlessner install Mandt's Wednesday night and I really abbreviated the majority of the ceremony so we could do it in 10 minutes. The originals are quite lengthy!

Use, edit or delete the attachments!

Important dates and deadlines on the International website!

These are found at www.sofn.com

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

Please note dates are subject to change.

January 2018

- D17 financial form and 990 filing instructions will be mailed to lodge presidents and treasurers.

January 15, 2018

- Scholarship applications for educational opportunities that involve international travel are due to Sons of Norway Foundation:
 - Douglas Warne – Rolf & Wenche Eng Scholarship
 - Helen Tronvold Adult Learner Scholarship**
 - Helen Tronvold Folk High School Scholarship*
 - King Olav V Norwegian-American Heritage Scholarship
 - Lund Fund Scholarship*
 - Oslo International Summer School Scholarship*

February 1, 2018

- 2018 officers will be listed in the online lodge directory.
- 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, are due to Membership Services at Sons of Norway Headquarters.

February 15, 2018

- D17 financial form is due from the lodges to their district president.

March 1, 2018

- D17 financial form is due to Sons of Norway Headquarters from the district presidents.
- Scholarship applications for study in the United States are due to the Sons of Norway Foundation:
 - Astrid G. Cates/Myrtle Beinhauer Scholarship*
 - Orel and Marie Winjum Memorial Scholarship
 - Nancy Lorraine Jensen Memorial Scholarship*

May 15, 2018

- IRS filing deadline for tax form 990. Lodge treasurer needs to notify Sons of Norway Headquarters when 990 has been submitted.

*Social membership with Sons of Norway required.

**Insurance membership with Sons of Norway required.