### Friendly Fifth Friday News January 14, 2022

Send all web posting info and calendar dates/events directly to our webmaster at <u>inputd5@sonsofnorway5.com</u>. Feel free to share this with your lodge members!

### WANTED: HEAD COOK - MASSE MORO NORWEGLAN HERITAGE CAMP

Are you looking for an exciting summer activity? We have the perfect job for you!

Wanted:	Head Cook
	Two Assistant Cooks
Where:	Masse Moro Norwegian Heritage Camp sponsored by Sons of Norway District 5
	Beaver Creek Reserve in Fall Creek, Wisconsin.

When: July 15 – July 30, 2022 (two week summer camp)

#### **Qualifications:**

- Home economics major or minor in post-secondary educational environment, or equivalent experience
- Experience with quantity cooking at a camp, resort or public or private institution
- Experience with planning menus and ordering supplies for between 50-100 people for multiple meals and snacks
- Knowledge of sanitation practices and procedures as mandated by the State Health Code
- Interest in preparing ethnic foods with an emphasis on Norwegian foods
- Current CPR, First Aid certifications are preferred, but not required

Salary is determined by experience and training; room and board provided. Please contact me for more information and complete job description:

Sandra Olson, Youth Director, Sons of Norway - District 5, (651) 208-3333, packerland@baldwin-telecom.net



## District 5 Convention Roundtable Call- Sunday, Jan 16 at 6 PM CST

District Secretary Darlene Arneson will host a District 5 Convention and Lodge Meeting Roundtable call on Sunday, January 16, at 6:00 PM CST. It will be a chance to review how to read the documents related to electing delegates, what delegates do, how to support your delegates, what happens at a convention, how to submit resolution and bylaws, what convention committees are, timelines and to answer questions you might have! Anyone is welcome to jump on the call.

### Call in link:

Darlene Arneson is inviting you to a scheduled Zoom meeting.

Topic: District 5 SN Convention Roundtable Call Time: Jan 16, 2022 06:00 PM Central Time (US and Canada)

Join Zoom Meeting https://us02web.zoom.us/j/86135075549?pwd=TzNYbWdxbHA2N29QQW1yR2pqR25Cdz09

Meeting ID: 861 3507 5549 Passcode: 538353 One tap mobile +13126266799,,86135075549#,,,,\*538353# US (Chicago) +16465588656,,86135075549#,,,,\*538353# US (New York)

Dial by your location +1 312 626 6799 US (Chicago) +1 646 558 8656 US (New York) +1 301 715 8592 US (Washington DC) +1 346 248 7799 US (Houston) +1 669 900 9128 US (San Jose) +1 253 215 8782 US (Tacoma) Meeting ID: 861 3507 5549 Passcode: 538353 Find your local number: https://us02web.zoom.us/u/keHpkYj5L1

## Delegate Election Information!! This was emailed to Lodge Presidents and Lodge Secretaries this past week and a hard copy was mailed to the Presidents.

January 8, 2022

Dear District 5 Lodge Presidents and Secretaries:

Idun Lodge in Madison is hosting the District 5 Convention. The dates are June 15-19, 2022. Wednesday is for those attending classes, Thursday will begin District Convention Committee work and other classes and workshops, and delegates are required to be there on Friday and Saturday. Sunday is only for D5 Board members (new members & retiring ones).

The convention will be held at the Madison Marriott West 1313 John Q Hammons Dr. Middleton,

WI 53562. **Room Rate**: \$132 per night (2 queen beds, up to 4 people per room). A block of rooms has been reserved for the 2022 D5 Convention at the discounted rate of \$132 for a double room. This rate includes up to 4 people per room. Contact the reservation number at 1-888-745-2032 no later than May 25, 2022, and identify yourself as part of the Sons of Norway Idun Lodge D5 Convention 2022 group.

The delegate fee be \$125 and non-delegate fee \$30. The delegate fee covers two lunches (Friday and Saturday), coffee breaks, a convention T-shirt and a bag. The non-delegate fee includes speakers, coffee breaks and a bag.

We will be populating the District 5 website with information: <u>https://sonsofnorway5.com/conventions/</u>

Idun Lodge will also be sharing information on ads, sponsorships, well wishes, registration and other items for your delegates and members to review and take part in.

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The Sons of Norway District 5 By-Laws, Article 111, Paragraph 2 states: Every local lodge in the District shall be entitled to two representatives for the lodge, and one representative for every 100 members or major fraction thereof, based on the last Semi-Annual Report prior to the election of delegates. All members in good standing are eligible representatives.

Delegates should be elected using the formula above based on December 31, 2021 membership figures. You should also elect a corresponding number of alternates, on a priority basis, that will serve should any of your delegates be unable to attend. These elections must take place in the months of January and February 2022. A <u>Report of Election</u> included with this letter, <u>which is to be completed and returned to the District</u> <u>Secretary immediately following the election</u>. These will be emailed to both the lodge president and secretary and hard copy mailed to the president. The Sons of Norway Constitution reads: "The Secretary of the Local Lodge shall prepare a report of election giving names and addresses of the duly elected Delegates and Alternates. This report shall be signed by the Local Lodge President and Local Lodge Secretary and forwarded to the District Secretary no later than five days after the election." Please be sure the names are written plainly and spelled correctly! I am asking that you include their membership number, address, city, state, zip, phone and email address on the form and return it to me postmarked **no later than March 5, 2022**. Please send it to me at: Darlene Arneson, 2056 Skaalen Rd, Stoughton, WI 53589 or email a scanned copy to arnesonfamily5@gmail.com

**Keep in mind as you elect delegates** that they are the only ones that can be candidates for the District Board, alternates to the Board, International Board Members or alternates to the International Board. You do NOT have to be a benefit member to be a delegate to the District Lodge Meeting, but in order to run for any of these positions just mentioned, the delegate must be a benefit member or buy product at the convention. **Our District Nominating Committee** is Chr Robin Fossum, Tom Boudrau and Andrew Johnsen. The nominating information is found at https://sonsofnorway5.com/conventions/convention\_forms.php.

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Your lodge may wish to propose <u>resolutions or by-law changes</u> to be considered at the District or International Conventions. These resolutions, along with <u>any proposed changes to the District 5 By-</u> <u>Laws or International Constitution</u>, <u>must be submitted to the District Secretary no later than April 1,</u> <u>2022</u>. Please note that we are using the new template approved and recommended by the International Board.

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If your lodge is interested in <u>hosting the 2024 District Lodge Meeting</u>, you are asked to send a written notice of your intention to the District Secretary <u>prior to April 1, 2022</u>. Should your lodge wish to present a bid, we ask that you make arrangements for a "walk through" of the facilities by a District 5

Board Member. This should be done prior to the June convention in order to identify proposal merits as well as needed additions or changes.

We will use email and the website as much as we can to post documents and keep everyone updated. Hard copies of the Reports Book will be sent to the delegates. Your 2018 delegates have received a copy of the approved 2018 District Lodge Meeting minutes. Once I get the Delegate Election Forms back, then I give the lists to the Convention Committee and they will send out information to the delegates about registration and other convention news. I also give a list to President Johnsen who will appoint convention committees. Members who serve on committees will be notified and given the specifics of their tasks.

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Please contact me if you have any questions or need assistance. You should be electing the number of people listed in the highlighted column that is titled "Elect Del. and Alt." For example, Mandt Lodge has a number 4 in that column so we need to elect 4 delegates and 4 alternates. Thank you for your prompt attention to this convention call! My home email is arnesonfamily5@gmail.com and cell number is 608-514-4951 if you need to contact me!

Fraternally,

Darlene Arneson, District Secretary

	District 5 Adult Membership for Delegate Count as of 12/31/2021									
DIST A	LODG E	Lodge Name	State Code	12/31/2021	ZONE	2 for each	Add'l/per100	Elect Del and Alt.	Lodge Name	
5	000	Central		3166	0	2	32	34	Central	
5	028	Wergeland	WI	218	2	2	2	4	Wergeland	
5	029	Løven	WI	74	1	2	1	3	Løven	
5	053	Valkyrien	WI	55	1	2	1	3	Valkyrien	
5	074	Idun	WI	128	3	2	1	3	Idun	
5	082	Fosselyngen	WI	186	4	2	2	4	Fosselyngen	
5	100	Skjold	IL	139	5	2	1	3	Skjold	
5	168	Valhall	IL	74	5	2	1	3	Valhall	
5	183	Nordlyset	WI	105	4	2	1	3	Nordlyset	
5	220	Trygvason	WI	20	1	2	0	2	Trygvason	
5	286	Jotunheimen	WI	15	2	2	0	2	Jotunheimen	
5	314	Mandt	WI	239	3	2	2	4	Mandt	
5	353	Dovre	WI	66	1	2	1	3	Dovre	
5	378	Nordkap	MI	174	6	2	2	4	Nordkap	
5	417	Trollhaugen Disbanded	IL	0	5				Trollhaugen Disbanded	
5	457	Solvang	WI	86	2	2	1	3	Solvang	
5	472	Polar Star	IL	65	5	2	1	3	Polar Star	
5	490	Sonja Henie	MI	25	6	2	0	2	Sonja Henie	
5	491	Norse Valley	WI	68	4	2	1	3	Norse Valley	
5	496	Rib Fjell	WI	38	2	2	0	2	Rib Fjell	
5	513	Vennelag	WI	174	3	2	2	4	Vennelag	
5	523	Sognefjord	MI	45	6	2	0	2	Sognefjord	

5	525	Cleng Peerson	IL	63	5	2	1	3	Cleng Peerson
5	534	Fossen	WI	31	2	2	0	2	Fossen
5	544	Nordland	WI	35	3	2	0	2	Nordland
5	549	H R Holand	WI	46	4	2	0	2	H R Holand
5	556	Elvedal	WI	32	2	2	0	2	Elvedal
5	568	Christian Radich	MI	31	6	2	0	2	Christian Radich
5	570	Vakkertland Disbanded	WI	0	3				Vakkertland Disbanded
5	580	Norskeland	WI	30	2	2	0	2	Norskeland
5	593	Elvesund	IL	32	5	2	0	2	Elvesund
5	600	Scandiana	IN	50	6	2	0	2	Scandiana
5	609	Myrmarken	WI	27	2	2	0	2	Myrmarken
5	610	Askeladden	MI	80	6	2	1	3	Askeladden
5	614	Circle City	IN	93	6	2	1	3	Circle City
5	616	Fagernes	WI	45	2	2	0	2	Fagernes
5	625	Viking	WI	19	1	2	0	2	Viking
5	627	Vennligfolk	WI	62	2	2	1	3	Vennligfolk
5	632	Grønnvik	WI	69	4	2	1	3	Grønnvik
5	642	Ostestaden	WI	37	3	2	0	2	Ostestaden
5	650	Norsemen Of Lakes	WI	32	3	2	0	2	Norsemen Of Lakes
5	657	Edvard Grieg	ОН	83	6	2	1	3	Edvard Grieg
5	662	Arctic Circle	ОН	44	6	2	0	2	Arctic Circle
5	670	Ulseth	MI	17	1	2	0	2	Ulseth
5	677	Vikings Of The Smokies	TN	67	6	2	1	3	Vikings Of The Smokies
5	681	Music City Vikings	TN	47	6	2	0	2	Music City Vikings
5	689	Shawnee Skogen	IL	35	5	2	0	2	Shawnee Skogen
5	999	Spirit New Century		71	0	2	1	3	Spirit New Century

Total District 5Members6338

Delegates 152 from lodges District 5 14 Board International 1 Director Total Possible 167 Delegates

## Don't forget these scholarships are due on January 15https://www.sofn.com/foundation/scholarships/

- Deadline International travel scholarship applications 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\*\*

# Darlene's handout for Zone 3 Meeting- January 8, 2022

### **Required Reporting-**

### https://www.sofn.com/member\_resources/lodge\_leadership\_resources/administr ative\_resources/lodge\_forms/

**American Fraternal Alliance Year End Report-** Due March 15 either by entering hours online at FraternalGives or send form to the International Office. <u>https://www.fraternalsgive.org/Fraternals-</u> <u>Give.htm</u>? Questions or can't find log in- Contact Sherry Gorse at fraternal@sofn.com

**D-63- Officer Reports- due December 31-** Yes! All are in. Once all eight districts have their reports in, then Sherry will roll them over on the website, and send us the master list to make our District Directories.

**Lodge Achievement and Family Lodge of the Year – due March 15**- forms will be posted on the International's website. The Lodge Achievement form is a required form and the Family Lodge of Year form is optional.

#### Convention related deadlines (that come to the District):

- March 5- delegate election report
- April 1- Resolution and Bylaw Change Proposals
- April 1- Bids to host the 2024 Convention

#### Deadline calendar from International-

https://www.sofn.com/member\_resources/lodge\_leadership\_resources/administrative\_resources/imp ortant\_deadlines/

**Financials**- they need to update the information on their website but here's the link to last year's: <u>https://www.sofn.com/blog/local-lodge-financial-statement-d17-and-irs-form-990/</u>

- D17- due March 15
- 990- due May 15
- Those owning a building- D18 due March 15

## From January 10, 2022 Email from International SN

# Year End Financial Reports: D-17, D-18 and 990

It is time yet again for lodge Treasurers and Auditors to start working on these year-end financial reports.

- All lodges should complete a D-17 Local Lodge Financial Statement form. The deadline for submission to Sons of Norway Headquarters either online or by mail is 03/15/2022.
- Lodges who own property also need to complete a D-18 Building Association Financial Statement form. The deadline for the D-18 is 05/15/2022.
- All US lodges need to file a 990 tax form with the IRS by 0/15/2022. Most lodges have gross receipts of \$50,000 or less and can just complete a simple online postcard, the 990-N:
   Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N

Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard) | Internal Revenue Service (irs.gov)

The D-17 and D18 can be completed online or downloaded by logging in to <u>www.sofn.com</u>. The online versions can be accessed from the Treasurer's Profile page. The online and PDF versions for download can be found in the Forms area of the website.

Please contact Sherry at Sons of Norway Headquarters with any questions: 612-821-4643 or <u>fraternal@sofn.com</u>.

### District 5 Sons of Norway Convention 2022 Update

Date: June 15-19, 2022

Sunday, June 19 is only for D5 Board members (new members & retiring ones)

**Location:** Madison Marriott West 1313 John Q Hammons Dr. Middleton, WI 53562 **Room Rate**: \$132 per night (2 queen beds, up to 4 people per room)

Registration fee: delegate fee be \$125 and non-delegate fee \$30

Hosted by Idun Lodge 5-074, Madison, WI

#### In District Convention years

- The lodge total adult membership as of December 31, 2021 determines the number of delegates you have. A report is sent to Darlene and I will notify the lodges by mid-January as to how many delegates and alternates you should elect by March 5. Delegates do NOT have to be benefit members but in order to run for a District Board position, alternate to the board, international delegate or alternate, they must be.
- How many delegates? Every local lodge in the District shall be entitled to two representatives for the lodge, and one representative for every 100 members or major fraction thereof, based on the last Semi-Annual Report prior to the election of delegates. All members in good standing are eligible representatives. If a lodge has exhausted its list of elected alternates, the Delegate Leader may designate a potential alternate to the credentials committee which may recommend to the District Lodge the seating of the alternate.
- **Convention committees** Asked by the District President once we know the delegates

#### 3.12.1. DUTIES OF DISTRICT LODGE COMMITTEES

- **3.12.1.1.** The Committee on Laws shall examine all proposed amendments to the Charter and Constitution and Bylaws of Sons of Norway and may propose such other changes of the laws as in its opinion are required. The committee shall submit to the meeting its recommendations. (8/02)
- **3.12.1.2.** The Committee on Reports shall examine all reports of officers, not otherwise assigned, official invitations to the International Lodge, and such other general proposals that the committee may receive or prepare for submission to the meeting. The committee shall submit to the meeting its recommendations. (8/02)
- **3.12.1.3.** The Committee on Resolutions shall prepare and submit to the meeting all resolutions on the activities of Sons of Norway, commemoration of deceased members, outstanding events in which Sons of Norway may have an interest, the convention or other matters which, in the opinion of the committee, shall be mentioned in its report. The committee shall submit to the meeting its recommendations. (8/02)
- **3.12.1.4.** The Committee on Fraternal Programs shall review resolutions and reports relating to social, cultural, heritage, sports, recreation and youth. The committee shall submit its recommendations (for all) to the meeting. (8/02)
- **3.12.1.5.** The Committee on Investments and Finance shall review reports pertaining to investment and finance. The committee shall submit to the meeting its recommendations. (8/02)
- Resolutions and bylaw proposals-due April 1
  <u>https://www.sofn.com/member\_resources/lodge\_leadership\_resources/governance/</u>
- Bids for to host 2024 convention- due April 1-<u>https://sonsofnorway5.com/conventions/convention\_forms.php</u>
- Election of Delegates- due March 5-<u>https://sonsofnorway5.com/conventions/delegate\_information.php</u>

**<u>SN Foundation</u>**- As of December 29, the SN Foundation 'Together we are the future...' campaign has received \$161,105 in donations from our lodges and members.

#### **District 5- as of December 9**

Nordland 5-544

Polar Star 5-472

Edvard Grieg 5-657

Nordkap 5-378

Fossen 5-534

Wergeland 5-028

Elvedal 5-556

Ostestaden 5-542

Elvesund 5-593

Valkyrien 5-053

Skjold 5-100

Myrmarken 5-609

Solvang 5-457

Viking 5-625

Vennelag 5-513

Vakkertland 5-570 (Disb)

Sognefjord 5-523

Vennligfolk 5-627

Dovre 5-353

Scandiana 5-600

Edvard Grieg 5-657\*\*

Fagernes 5-616\*\*

Mandt 5-314\*\*\*\*

Others prior to 9-2021

Loven 5-029

Gronnvik 5-632

Norse Valley 5-491

Circle City 5-614

Fosselyngen 5-082

Akeladen 5-610

#### **District 5 Nordic Legacy Foundation:**

https://sonsofnorway5.com/financial/district\_5\_sofn\_nordic\_legacy\_foundation.php

<u>**Closing note-**</u> If I can ever be of help, please contact me at <u>arnesonfamily5@gmail.com</u> or my cell is 608-514-4951. I encourage you to read the FFFN each week as that's the best way to share information.

### **Officer Installation Templates!**

We have two templates on the District 5 website that you can download and edit for your lodge's use. They are about halfway down- <u>https://sonsofnorway5.com/about/district\_five\_documents.php</u>

## Deadlines and Dates! Changes in red!

#### **January 15, 2022**

- Deadline International travel scholarship applications 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\*\*

#### **January 16, 2022**

• District 5 Convention Roundtable Call at 6 PM CST

#### February 5, 2022 and February 8 (start of 8 week course)

Leadership 8 Week Course- Saturday, February 5 (9:00-10:30 AM CT/10:00-11:30 ET) and Tuesday, February 8 (6:30-8:00 PM CT/7:30-9:00 PM ET). <u>https://sonsofnorway5.com/programs/leadership\_workshop.php</u>

#### March 15, 2022

• Deadlines for Lodge Achievement, Family Lodge of the Year and AFA Reporting

#### March 1, 2022

- Deadline Domestic scholarship applications due to Sons of Norway Foundation:
  - Astrid G. Cates Scholarship\*\*
  - Bernt Anker Scholarship
  - Dan and Betty Rude Scholarship
  - Myrtle Beinhauer Scholarship\*\*
  - Nancy Lorraine Jensen Memorial Scholarship\*\*
  - Orel and Marie Winjum Memorial Scholarship
  - Elaine Nelson Scholarship

#### March 5, 2022

• Delegate Election Form due to Darlene Arneson

#### March 15, 2022

- 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 Fraternalsgive.org, are due to Membership Services at Sons of Norway Headquarters.

• Fraternal Funds packet is sent to the district treasurers.

#### April 1, 2022

- Proposed District Bylaw and Resolution Proposals due to Darlene Arneson
- Bids to host 2024 District Convention due to Darlene Arneson

#### May 15, 2022

- D18 property association financial form is due from the lodges to Sons of Norway Headquarters.
- Fraternal Funds Report due 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)

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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. The convention will be held August 31<sup>th</sup> to Sept 1<sup>st</sup> 2022, with first time delegates arriving on the 30<sup>th</sup> of August for the First Timers Training. Delegates will depart the 2<sup>nd</sup> of September. Here is the information about the venue, be sure and watch the virtual tour of the site!

(ttps://youtu.be/S7TIjcinVCU- Omni Hotels and Resorts, Omni Viking lakes Hotel, 2611 Nordic Way, Eagan, MN 55121

#### 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. <u>Please feel free to cut and paste any of this information for your lodge's use!</u>

**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 <u>inputd5@sonsofnorway.com</u> 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