

Friendly Fifth Friday News July 8, 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

Here are some of the handouts from the convention workshop! Some are attachments and others in here!

Welcome to our New District 5 Website.

Note: To avoid duplication of effort you will be redirected to the Sons of Norway International website whenever possible.

Send all web posting info to inputd5@sonsofnorway5.com

Homepage: The home page provides a welcoming message to visitors and highlights our purpose and mission statement. The Home page features:

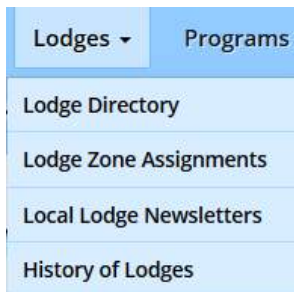
- 1) Scrolling images provided by Sons of Norway members.
- 2) Newsflash – where you will find current items of importance.
- 3) A Facebook link to the District 5 Facebook page.
- 4) A sign-up link for membership.
- 5) An upcoming events link.
- 6) Ole's corner; a link to past Ole Bull news and current district newsletters.
- 7) A "Contact us".

Looking at the links across the top of the home page:

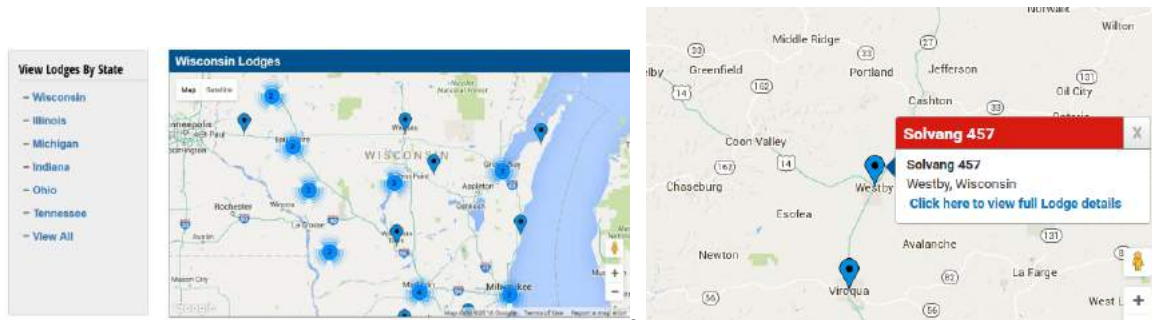
About Us: This section includes a brief overview of who we are, the current Board of Directors (including their contact information & zone assignments) , Directors Messages, District 5 documents, Bylaws and policies (secretary Information) and a "Contact us" link.



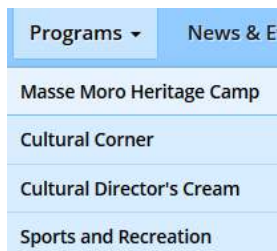
Lodges: This section includes the new District 5 Lodge Directory, a complete list of Lodge zone Assignments, Local Lodge Newsletters, and a History of the Lodges.



- An exciting new feature is the Lodge Directory. Click on the state or the graphical markers to see exactly where each lodge is located and see its contact information. Click on “view lodge details” for more lodge information.

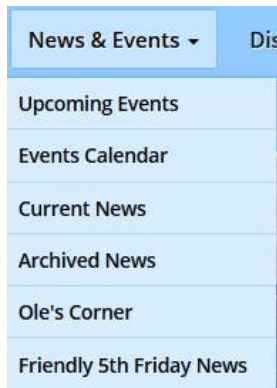


Programs: Here you will find information on the Masse Moro camp, Cultural skills and Sports



related topics.

News & Events: Includes a link to upcoming events, a district events calendar, current news, archived news, Ole's corner and the Friendly 5th Friday news.



District Conventions: will have information on the current and past conventions and any documents relating to conventions.

Benefits: gives an overview of the Benefits that Sons of Norway has to offer; - District 5 Financial Benefit Counselors and their contact information, Scholarships, Member Benefit Perks and the Sons of Norway Foundation.

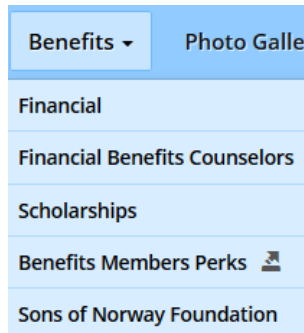


Photo Gallery : Allows us to create albums and display pictures from various sources including Lodge events, Viking magazine submissions, Conventions, etc.

Links : Provides links to commonly used Norwegian related websites such as Masse Moro, Vesterheim, etc.

Handout for Required Reports Workshop- Darlene Arneson

Required Reports:

- March 1- Deadline for **LA** and **FLAF** forms- send to Zone Director
 - March 1- Deadline for **D17 Financial Report** – send to International
 - March 5-In a convention year (even years), Delegate election report due to District Secretary
 - May 15- 990 filing with the IRS
 - December 15- **D-63 Report of Elections** due. Send one copy to International Headquarters and one to District Secretary
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Throughout 2015, Sons of Norway lodges and districts have been tracking activities, volunteer hours and monies by signing on to the website, www.FraternalGives.org. Sons of Norway is compiling this data to quantify the fantastic work our lodges do in support of their members and communities. Submissions made using the paper form will be combined with totals submitted on the website and will be published in the Sons of Norway Annual Report in the spring of 2016. Sons of Norway also provides totals to the American Fraternal Alliance (AFA), who sponsor the site. They find these reports essential when defending the right of fraternal benefit societies to operate as tax-exempt businesses.

Sons of Norway launched this website for its lodges to use in the fall of 2014. A series of webinars were held for lodge and district officers, new paper forms were designed and mailed out to lodges, and articles about fraternalsgive.org and the new paper forms were featured in several issues of the Viking Resource.

As of October 2015, a total of 53 lodges, 14% of our lodge count, have entered activities on the site, with the average lodge reporting a total of 24 activities. These lodges have reported a total of 1,300 events and 39,680 volunteer hours in 2015.

Want to learn more about using FraternalGive.org? The AFA and Sons of Norway are planning to host a webinar in January 2016 to introduce the new officers to the website.

Please contact Sherry Gorse at (800) 945-8851 ext 643 or fraternal@sofn.com with any questions or concerns.

Fraternalgives.org Reporting Lodge Hours and Events

This is a new tool to help them track events, hours and funds that their lodges devote to membership and community activities. Sons of Norway reports this information to the American Fraternal Alliance (AFA), who uses it to campaign for the rights of fraternal benefit societies.

In 2015, lodges who do all their reporting on www.fraternalgive.org will not have to add up their totals on page 2 of the Lodge Achievement Form at the end of the year. The number of events and hours will be automatically downloaded from the site by the AFA and by Sons of Norway Headquarters.

**The videos are on FraternalGIVE.org under the Reporting tab here:
<http://www.fraternalgive.org/Fraternal-Give/Reporting.htm>**

You will see a link that says “NEW! - Click here to view two video demos of how to use FraternalGIVE.org.” To make the videos full screen, click the little box at the bottom right hand of the video screen.

Detailed directions on how to use the site are available for download from the membership area of www.sonsofnorway.com, along with new paper forms for the lodge secretaries and individual members.

Q. What if our lodge secretary doesn't have internet access? A. Another officer or an assistant can access the site and enter data on their behalf. If your lodge has a Volunteer Coordinator, this can be a part of their regular duties.

Q. If my lodge uses www.fraternalgive.org, do we still need to fill out the Lodge Achievement Form at the end of 2015? A. Yes, but not all of it. You will be able to skip the AFA report, which is on page 2.

Q. Does the lodges Treasurer still have to report the Fraternal and Community amounts on the D17 Financial Statement? A. Yes. Though some money is tracked on www.fraternalgive.org, Sons of Norway will still require that information on the D17 Financial Statement.

Q. My lodge is very big and we have events that happen on a daily basis. For example, every day several members volunteer to work together in our restaurant. Do I have to make a separate activity for each day? A. For activities that occur once a week or more, you can add up the number of volunteers and hours and just report create one activity for the whole month.

Q. Can individual members use the site to report their volunteer hours? A. No. The website is to be used only by a lodge officer. There is a new paper form that lodge secretaries can give to members who want to record their volunteer hours outside of an event setting.

Q. Are there still paper forms available? A. Yes. There are new paper forms for the secretary to keep and new paper forms to be handed out to individual members. Lodges that don't use fraternalgive.org will still need to add up their totals at the end of the year to file on page 2 of their Lodge Achievement Forms.

Q. Where can I get the paper forms? A. Paper forms and directions have been emailed and mailed out to all lodge secretaries. They can now be downloaded from the membership area of www.sonsofnorway.com, or you can call Membership Services for a copy.

Questions? Need more information? Forgot the username and password for your lodge?

Contact Sherry Gorse at fraternal@sofn.com or by phone at (800) 945-8851 ext. 643.

D63 Reports- Officer Election Reports:

D63 – Officer Election Report- This report was sent from the International to the Lodge Secretary. So if you aren't sure, ask your secretary. The changes are due December 15 to both the International Office and District Secretary (Darlene Arneson in District 5).

After your elections

- Ask your officers if their information on the membership base is up-to-date. Have them go online to update it or print a copy and bring it to a meeting for them to verify. If there are changes, encourage them to make them!
- Copies of the D63 form should be sent to both the International Office and to the District Secretary by December 15!
- Or you can update your officer's online by December 15. The Secretary or President have access to go into the Members Only section and update the officers. If updated online, I get an email with the changes. If you have officer positions that aren't listed on the website (special officers for your lodge), I will need to get those officers if you want them in the District Directory.

The sooner both the International and District get all reports in from lodges, the faster we can get the new Lodge Directory completed. A copy of the new directory will be sent to the Lodge President and Lodge Secretary.

It is also important on convention years and we'll be corresponding with the new officers early in the year with the number of delegates and alternates your lodge will be electing. Those numbers are available in January so I need your updated officer lists so we send the information to the correct people!

Thank you for your help! My goal is to have the new directory done by early January.

But we only elect officers every two years and we don't this year! YOU STILL NEED TO UPDATE THE OFFICERS AND MARK "NO CHANGES".

You need to still submit your report if you elect officers for two years and this is your "off year".

After elections are over:

- How do you thank your officers that aren't returning? Pins, thank you gifts, thank you notes?
- How do you train your new officers? Use the resources in the Members Only section. They have guides for all the standard officer positions! Attend your zone meeting or ask your zone director for help and assistance. Have your current officers train their replacements to make sure that all required items are done (990's, D17, D63, LA and FLOY and others) and that there is a smooth transition.
- Install your officers- You can ask your zone directors, other District Board members, or past District Board members to install. If not available, a past leader in your lodge could help.
- Plan for next year! There are many resources on the website to help with this! I really like the Healthy Lodge Checklist! Set your 2016 goals for membership, activities, and other parts of your lodge's programming!
- Involve your zone director and ask for help!
- Think ahead to the District 5 Convention and what you can do to elect delegates, support the delegates, and make sure your lodge is represented at the convention and District Lodge meeting.

Convention Years:

Delegates:

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, 2015 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 2016. Each lodge secretary is receiving a Report of Election included with this letter, which is to be completed and returned to the District Secretary immediately following the election. (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, 2016.

Please send it to me at: Darlene Arneson, 2056 Skaalen Rd, Stoughton, WI 53589 or email a scanned copy to arnesonfamily5@gmail.com

Resolution and by-law changes:

Your lodge may wish to propose resolutions to be considered at the District or International Conventions. These resolutions, along with any proposed changes to the District 5 By-Laws or International Constitution, must be submitted to the District Secretary no later than April 1, 2016.

Convention bids:

If your lodge is interested in hosting the 2018 District Lodge Meeting, you are asked to send a written notice of your intention to the District Secretary prior to April 1, 2016. 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.

Calendar of events

July 2016

- July 1- December 31- Cultural Skills Pin Contest
- July 17-30 - **Masse Moro Norwegian Heritage Camp** - Beaver Creek Reserve - Eau Claire, WI

August 2016

- August 7- Zone 3 picnic at John & Darlene Arneson's- 12:30 potluck. All are welcome!
- August 22-27- International Lodge Meeting and Convention- Tacoma, Washington

September 2016

- September 23-24 District 5 Board Meeting in LaCrosse

The District website- You can add content by emailing it to: inputd5@sonsofnorway5.com