

Friendly Fifth Friday News June 16, 2017

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

How are you doing with entering your volunteer hours on FraternalGives as we are halfway through the year?!

American Fraternal Alliance Year End Report- Due February 1 each year either by entering hours online at FraternalGives or send form to the International Office.

- This information used to be on page one of the Lodge Achievement Award. If you fill out your hours online, then you do not have to send in the form.
- Note - If you tracked your 2016 activities using FraternalGive.org you do not need to file this form.
- Submit: Sign and date at the bottom and submit to Sons of Norway Headquarters by February 1, 2017.
- Mail to: Sons of Norway, Attn. Lodge Achievement, 1455 West Lake Street, Minneapolis, MN 55408
- Fax: (612) 827-0658
- Questions? Email: fraternal@sofn.com

Fraternal Gives Reports (update from Oct. 2016 Resource)

Sons of Norway lodges and districts have been tracking activities and volunteer hours by signing on to the website, www.FraternalGive.org. Sons of Norway is compiling this data to quantify the fantastic work our lodges do in support of their members and communities.

To personalize your FraternalGive profile: The contact information for each lodge is defaulted to Sons of Norway Headquarters, unless personalization has been done. Please go in and change the email and other contact information to personalize your profile.

- Sign on with your user name and password.
- Click 'Edit Profile' which is on the right side of the screen under the words 'Log In.'
- Delete Fraternal@sofn.com and type in your email address. Leave the password fields blank unless you want to change your password.
- You can also personalize the name and phone number for your profile

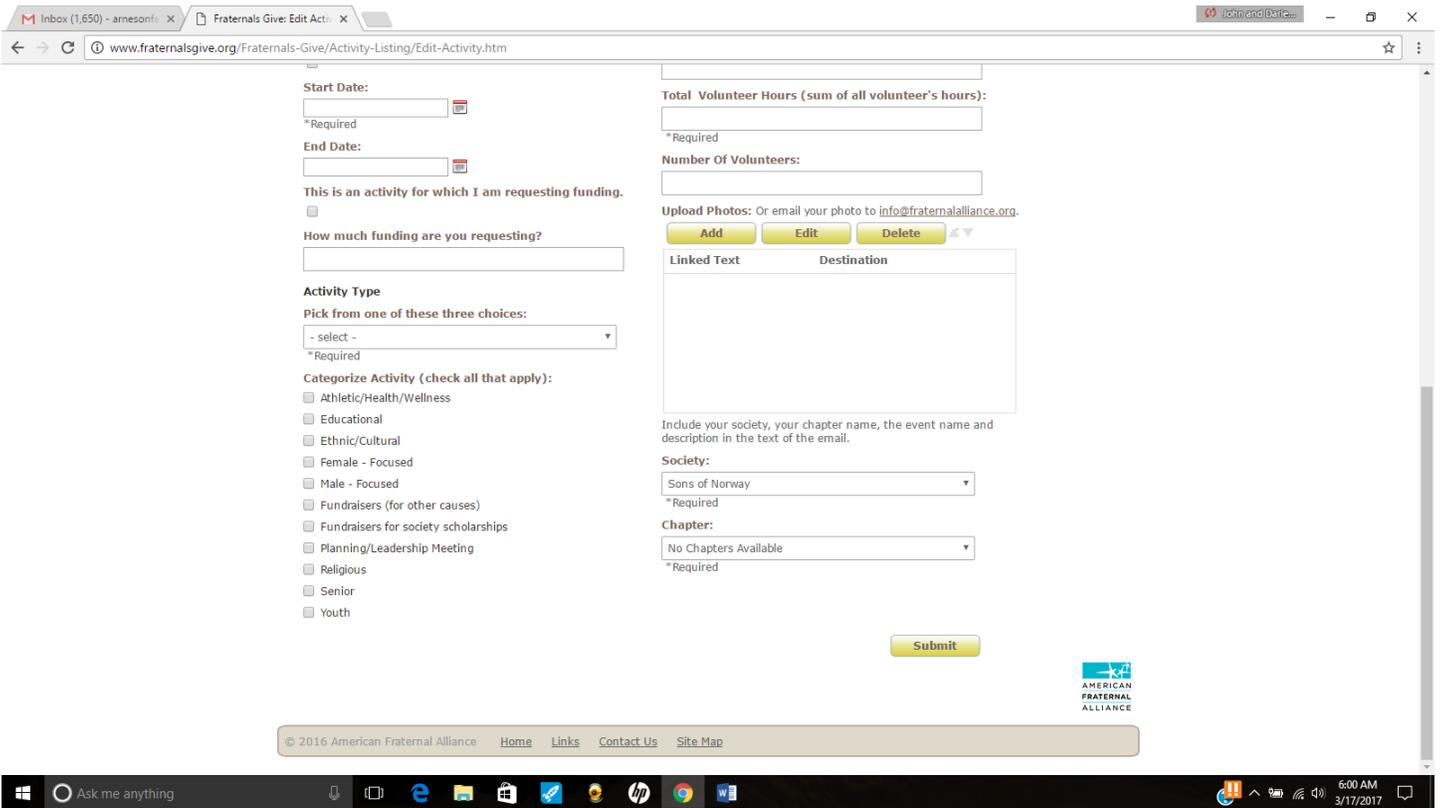
- Hit 'Save Changes.'

Forgot your Password? All passwords were originally set as Password1.

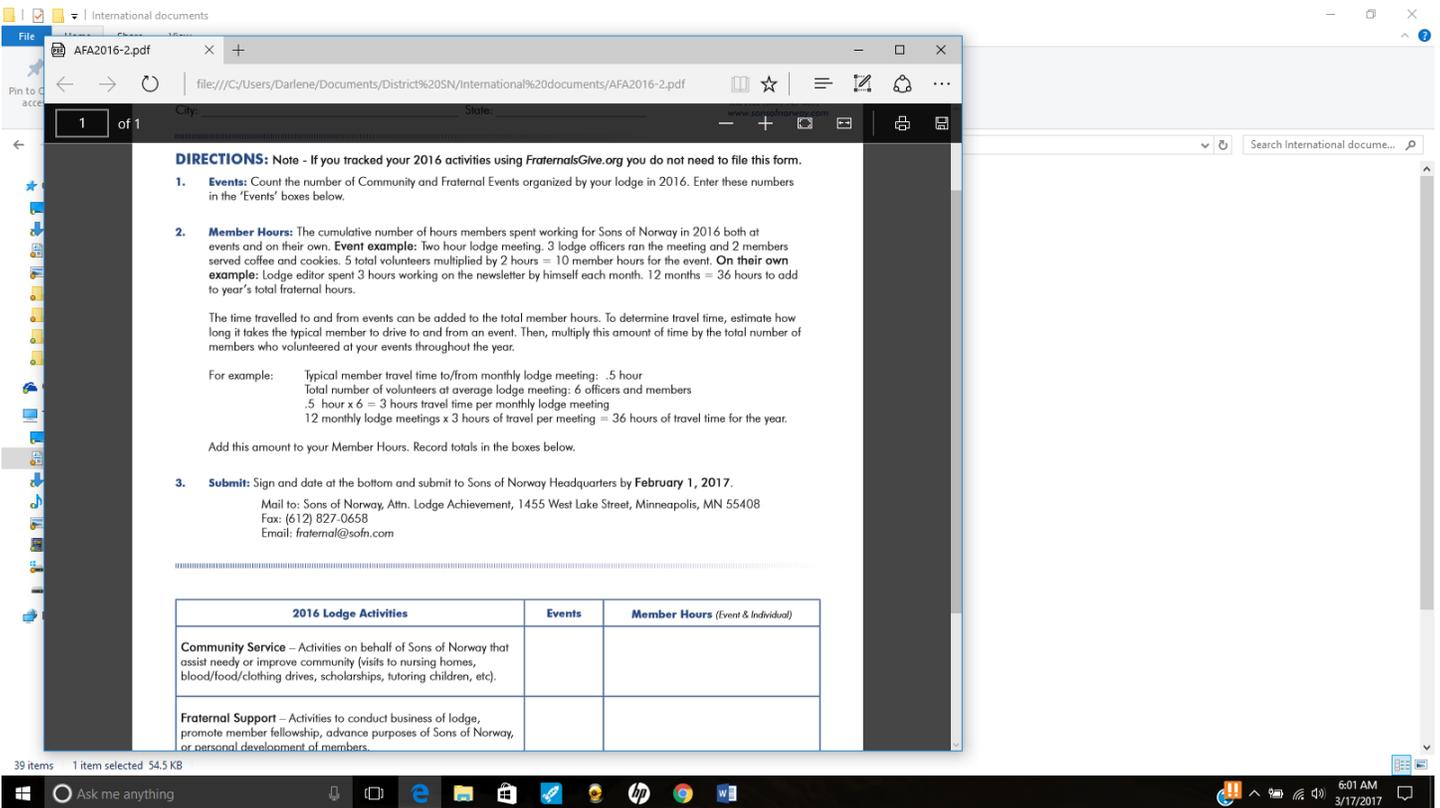
If you try Password1 and it doesn't work, click 'forgot password' to have a new one sent to your email address. However, this will only work if you have personalized the email address on your profile (see above). If you cannot get a new password assigned or have other technical questions about the site, contact Terry Whipple at 630-522-6322 ext. 125 or at twhipple@fraternalalliance.org.

Questions? Need additional information? Contact Sherry Gorse at (800) 945-8851 ext. 643 or fraternal@sofn.com with any questions or concerns.

The screenshot displays the 'Edit Activity' page on the Fraternal GIVE website. The page is divided into two main sections: 'Activity Info' and 'Activity Metrics'. The 'Activity Info' section includes fields for 'Activity Name', 'Activity Description', 'City', 'State/Province', 'In Canada', 'In Norway', 'Start Date', and 'End Date'. The 'Activity Metrics' section includes fields for '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)', and 'Number of Volunteers'. The page features a navigation menu with 'Home', 'Reporting', 'State Facts', 'Links', 'Contact Us', 'Help and FAQs', and 'Manage Activities'. The browser address bar shows 'www.fraternalgive.org/Fraternal-Give/Activity-Listing/Edit-Activity.htm'.



AFA Report if you don't report hours online



District FraternalGives questions from District Sectors for Sherry

What exactly what are they looking for?
I was told # of events and hours for each. If that is so, what constitutes an event? Is there a guide or instructions (with examples) for District Secretaries? Everything on the website is only for local lodges.

There are really two kinds of activities or events.

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.

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.

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.

Planning meetings for a group event should be counted as separate events because they take place at separate places and times.

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

	<p>enters the total as the number of volunteer hours.</p> <p>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.</p>
<p>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?</p>	<p>When people are working together at the same place and time, it is considered one event.</p> <p>So a board meeting attended by 10 board members would be one event. FraternalGive <u>does</u> ask for the number of members attending, but the focus is on the number of volunteers and most especially the number of volunteer hours.</p> <p>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>
<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>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>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>For District activities that an International Director attends, where is that International Directors activities recorded? On the District? On their local 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 Scholarship, or another charity, this would qualify as Community Service.</p>
<p>Related to questions we get from local lodges:</p>	
<p>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>	<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</p>

	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.
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!

Masse Moro Staff Help Still Needed!

Sons of Norway District Five Heritage Camp Masse Moro is seeking enthusiastic counselors with a love of Norway to come and share their energy with our campers! Camp staff are on site from July 14-29 -- room and board and a two-week salary will be your compensation. Training provided! The qualified candidate will be comfortable learning and teaching basic Norwegian, able to plan and lead activities for 9-15 year olds, be a team player with strong communication skills, and willing to be an active participant in our inclusive and fun camp atmosphere! Laughs, silly songs, and connection to nature and friends are hallmarks of our unique cultural immersion program! Come see what we're all about! [Www.massemoro.org](http://www.massemoro.org)

Male counselors with some Norwegian language skills and a flexible summer schedule are especially needed!

2016-2018 Biennium District 5 Lodge Calendar and Other Deadlines (new this week in red)

June 2017

- June 27- Balance due for **Masse Moro Norwegian Heritage Camp** registrations.

July 2017

- July 16-29 - **Masse Moro Norwegian Heritage Camp** - Beaver Creek Reserve - Eau Claire, WI

September 2017

- September 29-30- District 5 Board of Director's Meeting- location to be determined

October 2017

- October 15- **Lodge liability premium due** to International SN office
- October 20-21- District 5 Local Lodge President's Conference
- Nominating Committee report due to Lodge

November 2017

- Elect Lodge Officers for coming year (unless you have two-year officer terms)

December 2017

- December 1 – SN Foundation **General Heritage and Culture** grants due
- December 15 –SN Foundation **Local Lodge Partnership and Helping Hands to Children** grants
- December 15- **D-63 Report of Elections** due. Send one copy to International Headquarters and one to District Secretary.

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.
- The District 5 Convention will be June 27-July 1, 2018 at Hotel Radisson in La Crosse, Wisconsin.
- The International Sons of Norway Convention will be August ____ in Minneapolis, MN.

Compiled by Darlene Arneson, SN District 5 Secretary (arnesonfamily5@gmail.com or 608-873-7209)