

## Friendly Fifth Friday News June 30, 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](mailto:inputd5@sonsofnorway5.com)**

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### Happy Fourth of July!

Good Afternoon,

With summer upon us I thought I would take a moment to wish you and yours a very happy Fourth of July. The holiday is an annual reminder to reflect on and celebrate independence, freedom, liberty and bravery. Further - as our Sons of Norway members do so well - it is the perfect time to gather with family and friends, strengthening those important relationships we treasure.

In that same spirit and demonstrating our organization's values of embracing fellowship, fun and food, our offices will be closed the week of **July 3 - 7**, giving our staff time to enjoy the holiday with their loved ones. The offices will re-open on Monday, **July 10**.

Whether you are traveling on Independence Day or relaxing at home, I wish you a safe and joyful holiday!

With best regards,

Eivind J. Heiberg  
Chief Executive Officer  
Sons of Norway

### *Record Retention: What to Keep and What to Toss*

Do you have boxes of lodge materials in your garage or basement? Since most lodges take some time off from meetings over the summer, now is the perfect time to do some housecleaning.

Sons of Norway does not currently have official rules regarding the retention of lodge paperwork. Here are some suggested guidelines for what should be kept and what should be recycled:

\*In many lodges, the forms marked with an asterisk are no longer being utilized. This information may be kept in a different format, such as on a computer spreadsheet (please remember to back-up

computer files). Don't be concerned if your lodge doesn't have some of these specific forms in its collection.

### **To be kept in perpetuity**

- Lodge Charter
- Lodge Bylaws
- Lodge Seal Embosser (if you have one)
- Secretary's Minute Book\*
- Lodge Scrapbooks
- Membership Roster\*
- Membership Record Book(s) (3-ring binder(s) with complete, current individual membership record sheets for current members)\*
- Lodge or District Building Association's financial and original records (such as articles of incorporation and charter) if applicable

### **Seven Years**

- D17 Annual Financial Statement
- Treasurer's Cash Book\*
- Financial Secretary's Cash Book\*
- Cancelled checks, bank account statements
- Data filed with state/provincial taxation agencies
- 990 forms

### **Two Years**

- Treasurer's Record of Bills\*
- Individual Membership Records of individuals who left the society (suspended or canceled) two years ago (to be removed from Membership Record Book)\*

### **One to Two Years**

- Treasurer's copy of the Financial Secretary's Report to Treasurer\*
- Financial Secretary's copy of above report\*
- Lodge copy of Membership Application (make sure name and information is recorded in the Membership Record Book and name entered in Membership Roster before disposing of application (see "Perpetuity" above).\*

Questions? Need additional information? Contact Sherry Gorse, Membership Services (800) 945-8851 ext 643 or [fraternal@sofn.com](mailto:fraternal@sofn.com).

## Mark Your Calendars- Note the change in the due date!

### August 15, 2017

Lodge liability certificate and invoice will be mailed to lodges.

### September 30, 2017

Lodge liability premium is due to Sons of Norway Headquarters.

Note the date!

*2018 Sons of Norway International Convention  
August 16-18, 2018 in Minneapolis.*

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

#### 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
- **September 30- Lodge liability premium due to International SN office**

#### October 2017

- 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)