

Friendly Fifth Friday News May 5, 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

990 forms- Email from International on where to find help!

As most lodges have less than \$50,000 in gross receipts per year, they only need to file the 990-N. This form is only available to file through the IRS website. Below is a link to that website and I've attached the IRS user guide to assist you in filing the 990-N.

<https://sa.www4.irs.gov/epostcard/>

Please let me know if there is any other information that I can provide.

Thank you,
Lindsey Rasmussen- Sons of Norway
[\(800\) 945-8851](tel:8009458851) Email: taxinfo@sofn.com

Sons of Norway 2017 Member Recruitment Campaign

Sons of Norway Headquarters is pleased to announce the launch of its 2017 recruitment campaign – a revamped and expanded Founders Day Awards. With our 125th anniversary fast approaching, the new campaign reinforces the vision of Sons of Norway's founders for an organization that provides mutual support for its members and celebrates its roots while continuing to look toward the future.

The Growing to 2020 campaign comes from the 2017 goals established by the Sons of Norway International Board of Directors, which are:

Attain	375 new insurance members
Achieve	\$5.5 million in total life insurance premiums
Accomplish	\$20 million in total annuity premiums
Acquire	3,500 new members
Arrive at	\$200,000 Foundation funds raised



To reach our goal of 3,500 new Sons of Norway members, we're issuing a simple challenge to each lodge:

Recruit a 10% increase in new members in 2017.

Have questions about your lodge goal? If so, please contact your Lodge Vice President, who can provide more information based on a letter received from headquarters at the beginning of the campaign.

Prizes for Top Recruiting Lodges

This year's campaign is an enhancement of the Founder's Award program. Lodges meeting their 2017 10% recruitment goals are encouraged to hold an event to showcase their recruitment efforts and will receive in 2018:

- \$200 cash card the lodge may use toward its celebration
- Exclusive access to a new program for lodge members
- Newly designed Sons of Norway banner
- Certificate of honor
- Recruiter recognition pin

Frequently Asked Questions

What constitutes a new member?

A new member is anyone who has not been a member within the last two years and is over the age of 16.

What about members who leave the lodge?

The challenge is only concerned with recruitment, meaning it doesn't take into consideration whether your lodge has lost members. For example, if your lodge membership was 70 on January 1, your lodge goal is 7 new members.

What is the time frame?

Lodges will have from January 1 through December 31 to recruit new members, but they will need to be processed by Sons of Norway Headquarters in 2017 to qualify.

What about small lodges?

As a whole, Sons of Norway only succeeds when we all work together. In that spirit, lodges with less than 50 members are being challenged to recruit 5 members.

How can a lodge track its progress?

First, your lodge will need its membership total from the end of 2016. To keep track moving forward, check with your lodge secretary. They receive a monthly report with the number of new members joining the lodge.

Share Your Successes

We would love to hear about your lodge's successes throughout the year. If you have a good story or tip to share, send it our way through their simple submission form. You could see your story appear in a Sons of Norway publication or Facebook!

Spring cleaning? What to keep and what to toss- see the Viking Resource Fall 2016 for details!

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Sons of Norway Viking Resource

Lodge Administration

Record Retention: What to Keep and What to Toss

Are you going to be continuing in your current officer position? If not, now would be a great time to do some house cleaning before files are transferred.

What should be kept and what should be recycled? Below are suggested guidelines for the retention of Sons of Norway paperwork.

To be kept in perpetuity <ul style="list-style-type: none">• Lodge Charter• Lodge Bylaws• Lodge or District Building Association's financial and original records (such as articles of incorporation and charter) if applicable• Lodge Seal Embosser (if the lodge has one)• Lodge Scrapbooks• Secretary's Minute Book *• Membership Roster *• Membership Record Book(s) (3-ring binder(s) with complete, current individual membership record sheets for current members) *	Two Years <ul style="list-style-type: none">• Treasurer's Record of Bills*• Membership Records of individuals who left the organization (suspended or cancelled) two or more years ago.*
Seven Years <ul style="list-style-type: none">• 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 Tax Forms	One Year <ul style="list-style-type: none">• Treasurer's copy of the Financial Secretary's report to Treasurer*• Financial Secretary's copy of above report*• Lodge copy of Membership Applications * <p><i>*In many lodges, the forms marked with an asterisk are no longer being utilized. That information may be kept in a different format, such as on a computer spreadsheet. Don't be concerned if your lodge doesn't have some of these specific forms in its collection.</i></p>

Questions?
Need additional information?

How to report the passing of a member

Informing Sons of Norway Headquarters about the passing of a member in a timely manner is extremely important. Not only does this knowledge mean that the member's name will appear in Viking magazine, but it also means that their families are spared the receipt of unwanted mail (dues renewal reminders) and, if they owned a financial product, any insurance claim can be processed quickly. Your assistance is needed. **Please notify Sons of Norway Headquarters when a member passes away.**

To make certain that the information is received, the financial or membership secretary should notify Sons of Norway Headquarters as soon as possible by using one of these methods:

- Filling out and mailing in a Death Notice card.
- Emailing the member's name, member number and date of death to fraternal@sofn.com.
- Calling (800) 945-8851 ext. 643 with the member's name, member number and date of death.
- Faxing the information to (612) 827-0658.

Accuracy is Important When reporting a death, please:

- Avoid embarrassment by verifying that the member being reported as deceased has actually passed.
- Provide accurate information on the notice, including correct spelling of the name and a correct member number.

When Mistakes Happen Occasionally, mistakes are made and a member is reported as dead or coded as dead in error. How will you know if there has been a mistake? Check your Monthly Lodge Activity Report, which is sent to the lodge vice president and financial or membership secretary on the second of every month. This report has a category where people who have been coded deceased in the previous month are listed.

If there is a mistake, please contact Sherry Gorse, fraternal@sofn.com or (800) 945-8851 ext. 643 immediately.

In Loving Memory Once a member's death has been reported, their name will be listed in a future issue of Viking in the "In Loving Memory" section— usually a deceased member's name will appear three to four months after the death is reported.

Need Death Notice cards? Download cards from Lodge Leadership Resources > Administrative Resources in the Members Resources section of www.sonsofnorway.com or contact Mary Henkels, Supply Department, supply@sofn.com or (800) 945-8851 ext. 645 to order a supply of cards.

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

May 2017

- May 10- Bowling forms due to District Sports Director
- May 15- Deadline for filing the **990 form**
- May 17- Early registration deadline for **Masse Moro Norwegian Heritage Camp** to qualify for additional deductions in the cost of camp from the Draxten Fund.

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)