

Friendly Fifth Friday News November 6, 2015

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

Its officer election time in some lodges!

It's a busy time as we move into winter and lodge programming, recruitment, deadlines and the holiday season! So to help you keep on top of your Sons of Norway mailings and information, here is a summary of some of the upcoming deadlines:

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 2016 Lodge Directory completed. A copy of the new directory will be sent to the Lodge President and Lodge Secretary.

It is also important this year as 2016 is a convention year 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.
- Ask for help if you need it!

The District 5 Secretary Challenge!

If all of our lodges submit their D63 reports to both the International Lodge and to me by December 15, I personally will give \$100 towards Masse Moro for 2016. I will keep you posted as to the progress. This includes having the hard copies postmarked by December 15 and online updates must be done so that I get the email on December 15.

HEALTHY LODGE CHECK LIST- Revised 11/2010

Basics:

Does your lodge have the **basic communication tools** needed to communicate to its members and the Sons of Norway headquarters?

- _____ Do you have a consistent set of images?
 - _____ Lodge Logo
 - _____ Stationary with logo and envelopes
 - _____ Business cards for contact information
 - _____ Printed yearly calendar with meetings date
 - _____ Printed Planned programming for the year
 - _____ Printed Officer contact sheet

Do you have a **Monthly Newsletter**?

- _____ Does it contain a listing of upcoming events?
- _____ Does it have an officer contact listing?
- _____ Does it provide updates from S/N Headquarters?

- _____ Is it newsy?
- _____ Does it contain minutes of previous meeting?

Do you have a **Web page**?

- _____ Do you use your lodge logo?
- _____ Is it formatted for easy use?
- _____ Do you have S/N insurance products listed?
- _____ Do you have your insurance reps name, phone # and e-mail posted?
- _____ How often is it updated?
- _____ Do you have a web master?

Do you have a **new member information packet**?

- _____ What does it contain?
- _____ Printed list of upcoming programs
- _____ Officer contact information
- _____ Membership application for spouse or friend
- _____ A list of participation opportunities
- _____ List ongoing committees
- _____ Information on Sons of Norway organization
- _____ S/N insurance info
- _____ S/N Foundation info
- _____ S/N Membership pin

Do you have a **welcoming strategy**?

- _____ Do you use greeters at each lodge meeting to welcome members?
- _____ Are new members encouraged to get involved on committees?
- _____ Do your officers sit with new members or with their own group?
- _____ Are new member questions encouraged?
- _____ Do you provide an overall feeling of friendliness?

Do you have **LODGE OFFICER TRAINING**?

- _____ Do all lodge officers know and understand their specific duties?
- _____ Do you practice good transition information from past officer to present officer?
- _____ Do you actively solicit and train members for leadership roles?
- _____ Do your past officers serve as mentors to new officers?
- _____ Does your lodge participate with other lodges on event sponsorship?
- _____ Are your officers willing to turn over their positions to offer new opportunities?

What type of **participation is available to members**?

- _____ Are all ages encouraged to join?
- _____ Do you program with different age groups in mind?
- _____ Do you offer family activities?
- _____ Are you active in your communities?
- _____ Do you sponsor heritage and cultural festivals?
- _____ Project Framtid (Adopt a School)?
- _____ Officer opportunities?
- _____ Children's camps or children's heritage programming?
- _____ Cultural skills classes?
- _____ Heritage and cultural lodge programs?

What tools do you use for **promoting lodge events**?

- Lodge newsletter
- E-mail promotion to members
- Press release to local newspapers
- Local radio
- Signage
- Flyers
- Informing other lodge newsletters
- Do you follow up with success of event to same venues?
- Do you have your lodge represented in the District pages of the Viking?

Do you have a good relationship with your **S/N insurance representative**?

- Is your Financial Benefits Counselor (FBC) invited at least quarterly for a 5-10 minute presentation?
- Have you had a program on the kind of work we do?
- Have you been updated on our insurance and annuity products?
- Is your agent writing up new members for your lodge?
- Do you thank your FBC?
- Do you sponsor membership recruitment dinners with the FBC making a presentation?
- Are S/N product brochures displayed at lodge meetings?

Do you have **standing committees** to do the work of the lodge?

- Budget committee
 - Nominating committee
 - Scholarship committee
 - Member recruitment and retention committee
 - Special events committee
 - Kitchen committee
 - Torsk dinner/Lutefisk dinner/Meatball dinner etc.
 - Fund raising committee
 - Decorating committee
- Anything your lodge does on a regular basis may be done by committee.

What are you doing for **Membership Recruitment**?

- Do you have an active plan for recruitment?
- Do your members invite potential members?
- Do you sponsor membership recruitment dinners?
- Do you ask spouses and family members to join?
- Do you carry membership applications to all your events?
- Do all members have easy access to membership applications?
- Do you offer membership incentives for recruitment?

Are you aware what **Sons of Norway Headquarters** has available to you?

- Press release template
- Web Site Template
- New member starter kits
- Sons of Norway Foundation information
- Programming ideas
- Idea Bank
- Cultural Skills information
- Guides for Leadership for each lodge officer
- A complete listing of Videos on Norwegian Heritage topics

- _____ Viking Resource on-line
- _____ Viking Magazine
- _____ Scholarships and Grants through the S/N Foundation on-line
- _____ Membership lists by lodge
- _____ Mailing stickers for lodge members
- _____ S/N Signage

Call and ask. Chances are Sons of Norway Headquarters might have it.

2015-16 District 5 Lodge Calendar and Other Deadlines

November 2015

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

December 2015

- December 15- **D-63 Report of Elections** due. Send one copy to International Headquarters and one to District Secretary.
- July 1- December 31- Cultural Skills Pin Contest. Contest ends December 31.

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 22-26, 2016 at the Hotel Marshfield in Marshfield, WI. The convention is being hosted by the District 5 Board and a committee of local lodge leaders- Judy Ghastin and Dorothy Berg.
- The International Sons of Norway Convention will be August 22-27, 2016 in Tacoma, Washington.

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

Where to update your membership information!

The screenshot shows a web browser window displaying the member profile page for Darlene L. Arneson on the Sons of Norway website. The page includes a navigation menu with options like 'About Us', 'Financial Products', 'Member Benefits', 'Norwegian Culture', 'Foundation', and 'Blog'. The main content area shows the member's profile information, including contact details, home address, and household members.

Member Profile
 Welcome to your profile page. Please use it to keep your information current and to navigate to the resources you need. If you don't find what you're looking for here you can [click here](#) for a site search or to visit the Member Resources [click here](#).

Darlene L. Arneson

Contact Information
 (608) 873-7209 [Edit](#)
 arnesonfamily5@gmail.com

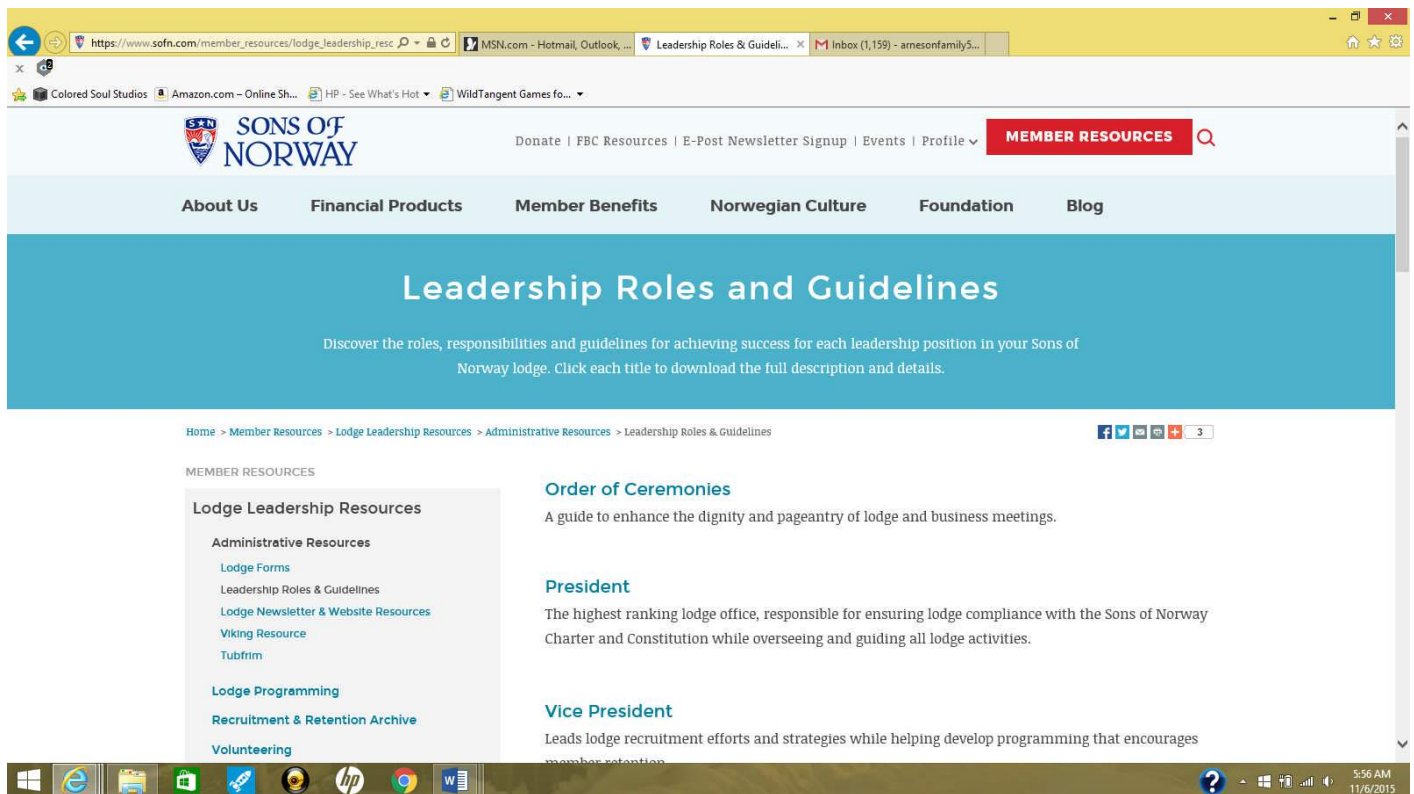
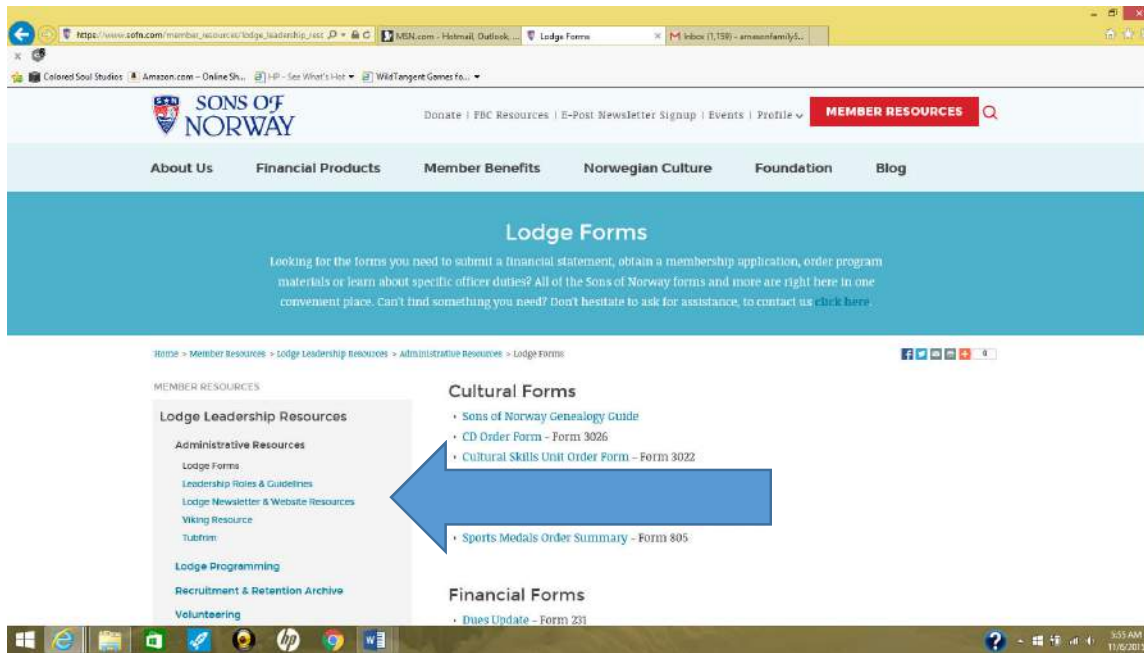
Home Address
 2056 Skaalen Rd [Edit](#)
 Stoughton WI 53589-3530 US

Household Members

Member Name	Member ID	Relationship
Darlene L. Arneson	9301934	(Primary)
John H. Arneson	9336916	(Spouse)
Lars J. Arneson	9337903	
Jens O. Arneson	9337904	
Sigrid M. Arneson	9350997	

Seasonal Address

Where to find lodge officer resources (under forms)



A good weekend for lutefisk lovers! Lutefisk and Cod Dinners- Fall 2015

November 6 - FOR THE LOVE OF LUTEFISK & MEATBALLS

Every year since its beginning in 1975, the Sons of Norway, H.R. Holand Lodge #5-549, has held its annual Lutefisk and Meatball dinner at Bay View Lutheran Church in Sturgeon Bay, WI and this year, will carry on that tradition, Friday, November 6, 2015 with meal service at 5:30 PM.

Lutefisk, literally translated, means lye fish, referring to the early preservation process of soaking dry cod in a lye solution. A more modern version encompasses the emphasis of sharing the meal in good times with friends and family. Now, if you're not a lutefisk lover, meatballs too, will be served. Sides of coleslaw, potatoes, vegetables, lefse and traditional desserts will round out the meal! You may even hear some great Ole and Lena jokes!

Please call Gail Klima, 920-421-3141 or Muriel Wallestad, 920-743-6298 for reservations. Space is limited so you'll want to contact one of them soon!

Bonnet Prairie Lutheran Church, Rio, Wisconsin

November 7th 2015

Saturday, November 7, 2015

Lutefisk & Meatball Dinner
Barneveld Lutheran Church
505 Swiss Lane, Barneveld, WI 53507
E-mail: Marcia@mhtc.net
Marcia Thompson
608-924-8621 Serving 11 AM-4 PM
Cost \$16.00

Saturday, November 7- Western Koshkonong Lutheran Church in Stoughton, WI

WESTERN KOSHKONONG LUTHERAN CHURCH
INVITES YOU TO A
TRADITIONAL NORWEGIAN DINNER
LUTEFISK/MEATBALLS/LEFSE
SERVED WITH

Mashed potatoes – Green beans – Cranberries – Cabbage salad – Dinner rolls – Home made pie – Coffee –
Milk

SATURDAY, NOVEMBER 7th, 2015

Seating: 11:30 a.m. – 12:45 p.m. – 4:00 p.m. – 5:15 p.m. – 6:30 p.m.

Prices: Adults – \$16.00 in advance, \$17.00 at the door, Children under 12 – \$8.00

Send reservations, checks & SELF-ADDRESSED STAMPED ENVELOPE TO:

Western Koshkonong Ladies Aid
c/o S. Midthun

2209 Lake Woods Way, Stoughton, WI 53589

Check their website at www.westernkoshkonong.org or email: info@westernkoshkonong.org

Norse Valley Lodge, Appleton, WI- November 8

Mark your calendars and invite your friends and family! Norse Valley Lodge #491 in Appleton, WI is having their lutefisk dinner on Sunday, November 8, at Liberty Hall in Kimberly, WI with social time starting at 4:30 and dinner served at 5:30. Adults \$19, children 5 to 10 years \$6.50, children 4 and under free. Traditional foods accompany the lutefisk with Homemade Norwegian pastries for dessert. Homemade meatballs from a family recipe are prepared specially by the chef and a rutabaga

casserole is a special feature of the dinner. Reservations by mail to Mary Vandenberg, 1185 Apple Creek Rd., Appleton,WI,54913. Reservations due November 2.

November 14- Lutefisk & Meatball Dinner- Bazaar, Raffle, and Bake Sale
Christ Lutheran Church

220 S. Main Street, DeForest, WI 53532 Office: **608-846-4718**

11:00am - 5:30pm

Reservations accepted thru Noon on Friday, November 13th- 608-846-4718

Walk-ins are Welcome! Walk-in tickets available at 10:00 am, November 14

Adults \$16 4-12 yrs. \$8 Under 4 yrs. Free

BAKE SALE & BAZAAR Starting at 9:00 am - Close

Cleng Peerson Lodge- 525

November 21, 2015 from 4-6:30 PM

Norway Community Center, Norway IL

Contact 815-792-8506 for ticket and meal information.