

Friendly Fifth Friday News November 29, 2019

Send all web posting info and calendar dates/events directly to our webmaster at inputd5@sonsofnorway5.com

Have you gotten your proclamation signing plan done? The template is on the website! <https://www.sofn.com/125years/>

Dear Sons of Norway members,

On January 16, 2020 we will be celebrating our 125th anniversary as an organization. Help us commemorate the day by asking your local government to declare it the official "Sons of Norway Day" in your town.

On page 2 of this document you will find a sample proclamation letter that you can fill out and submit to your city council to request an official Sons of Norway Day.

Here are some tips on submitting a proclamation letter:

1. Fill out the proclamation letter we have provided
2. Contact your local Government office
3. Follow their guidelines for submitting a proclamation request
4. Submit your letter, making sure to allow enough time for processing
5. Once your request has been approved, make an event out of it at your lodge.



Sons of Norway 125th Anniversary Proclamation

WHEREAS, January 16, 2020, will be the 125th anniversary of the day Sons of Norway was founded in 1895; and

WHEREAS, Norwegians and North Americans of Norwegian descent have provided our country with cultural enrichment, ethnic traditions and many eminent leaders; and

WHEREAS, there are now more North Americans of Norwegian descent than there are Norwegians in Norway; and

WHEREAS, Sons of Norway is the largest Norwegian association in North America; and

WHEREAS, there is a local Sons of Norway lodge in this community;

NOW, THEREFORE, BE IT RESOLVED, that I, _____
(name)

and all the people of _____, join Sons of Norway
(City/State)

in celebrating Sons of Norway Day as a commemoration to the many great contributions to this community by the people of Norway.

Updated deadlines from the Interational website!

December 2019

- D17 and D18 forms, instructions and timeline sent to lodge treasurers.

December 16, 2019

- Application deadline for:
 - Community Partnership Grant applications are due to Sons of Norway Foundation.
- Date that new member applications (paper forms) must be **received** at HQ to ensure processing in time for end-of-year delegate calculation and recruitment challenge recognition. (Online applications may be submitted through December 31.)

December 31, 2019

- Lodge Officer Update/D63 information is due to Membership Services at Sons of Norway Headquarters.
- Last day to enter new membership applications into the database for delegate calculations and 2019 recruitment challenge recognition. (**Paper applications should be received at headquarters by December 15** to ensure adequate time for processing.)
- Application deadline for:
 - - Lodge Helping Hands to Children Grant*
 - Lodge Culture and Heritage Grant*
 - Lodge Vitality Grant*
- Deadline to order Barneløpet supplies.

January 1, 2020

- New dues structure takes effect in Norway and Canada

January 15, 2020

- Deadline — International travel scholarship applications due to Sons of Norway Foundation:
 - Douglas Warne – Rolf & Wenche Eng Scholarship
 - Helen Tronvold Adult Learner Scholarship*
 - Helen Tronvold Folk High School Scholarship**
 - King Olav V Norwegian-American Heritage Scholarship
 - Lund Fund Scholarship**
 - Oslo International Summer School Scholarship**

February 15, 2020

- D17 financial form is due from the lodges to District Presidents.
- Lodge Achievement and Family Lodge of the Year forms are due to Membership Services at Sons of Norway Headquarters.

- Community and Fraternal activities and hour totals, using AFA Year-end report form or online reporting at Fraternalgive.org, are due to Membership Services at Sons of Norway Headquarters.

March 2020

- Fraternal Funds packet is sent to the district treasurers.

March 1, 2020

- Deadline — Domestic scholarship applications due to Sons of Norway Foundation:
 - Astrid G. Cates Scholarship**
 - Bernt Anker Scholarship
 - Dan and Betty Rude Scholarship
 - Myrtle Beinhauer Scholarship**
 - Nancy Lorraine Jensen Memorial Scholarship**
 - Orel and Marie Winjum Memorial Scholarship

May 15, 2020

- Fraternal Funds Report due to Sons of Norway Headquarters
- IRS filing deadline for tax form 990. Lodge treasurer needs to notify Sons of Norway Headquarters when 990 has been submitted.
- D17 & 990 filing deadline for lodges that own property

*Insurance membership with Sons of Norway required

**Membership with Sons of Norway required (social or insurance)

Submitting 2020 Officers

**Every lodge has to- even if you don't elect officers this year!
Check with your secretary to see if your lodge has submitted your officers yet! Due December 31!**

 Online: **Your Lodge Officer Roster and lodge meeting information can be updated instantly online at www.sonsofnorway.com.** More detailed instructions are on the reverse of this sheet.

If you update your officers online, you do not need to fill out the paper form. Both Sons of Norway Headquarters and your district secretary are able to get your information from the website.

✉ **Mail/Fax:** If you do not have internet access, please fill out the D63 'Lodge Officer Update' form and mail or fax it to:

Sons of Norway Headquarters

Membership Services

1455 West Lake Street

Minneapolis, MN 55408 FAX: 1-612-827-0658

😊 **No Changes for 2020:** Please still visit the Officer Update section on our website or check the 'no' box near the top of the form and mail it in to Sons of Norway Headquarters.

🔊 **Deadline - December 31st:** Timely reporting of this information to Membership Services assures that your lodge's information will be correct in the Sons of Norway Headquarters database on the online directory. Also, lodges meeting this deadline will score points towards the Lodge of the Year and Gold/Silver/Bronze Merit awards for 2020.

If the deadline is approaching and your lodge hasn't completed the election process, please submit the information you have and/or contact Membership Services. Changes made after the 12/31 deadline should still be reported, though these updates may not be reflected in the new district directories.

😊 **Questions:** Contact Sherry Gorse at Membership Services, Sons of Norway Headquarters by phone at 1-800-945-8851 x643 or email at fraternal@sofn.com.



Officer Updates Online

Signing On: Go to www.sonsofnorway.com. Click on the red LOG IN button in the top right-hand side of the screen. Enter your username and password. If you don't have a username and password yet, click on one of the 'click here' links to be guided through the set-up process. The username and password are both case sensitive.

Once you sign on, the first page you see should be your Member Profile page. If not, to access this page, click the word 'profile' to the left of the Member Resources button, then choose Member Profile. The option

to change your officers is on the left side of the screen, Lodge Officer Updates. Click on this link to get to the updates screen.

Officer Updates: Click on the gray "Officers" button that appears before your lodge name on the "Lodge Section" page. A list of your current officers will appear.

Step 1: Add any new officer titles. If you are adding any new office titles in 2019 or are expanding a particular office (having more than one social director, for example), click the gray "Add a new position" button. Click on the field after "select a title" to make a selection. Enter the member number of the 2019 officer in the space below. Click on the gray 'submit' button. The next screen will show you the new officer you chose. If the information is correct, click on "Save the changes". You will be back to the officer listing screen.

Step 2: Changing the member in office: If a different member will be serving in a particular office in 2019, click in the 'member number' field to the right of the office and type in the member number for the new officer. Note: the name of the new officer will NOT appear on the screen at this point. The name will appear after you've saved all your changes.

If the member who held an office in 2019 is continuing in 2020, you do not need to make any modifications to that listing.

Step 3: Deleting office titles: If an office that was filled in 2019 will be vacant in 2019, check the "Remove this position" box under the officer title.

Step 4: Saving changes: **Do not hit the "Save the Changes" button until after you have made all your changes.** When you are finished, click the gray "submit changes" button. A list of the changes will appear. If they are correct, click "Save the Changes". You will be sent back to the list of officers. Your changes should appear on the screen.

Meeting Updates: On the "Lodge Selection" page, click on the gray "Change Meeting Information" button. Click into any fields that you need to change and type in the new information. When finished, click "save." You will be directed back to the "Lodge Selection" screen.

Officer Contact Information Updates: If any of your 2020 officers has a new email address, mailing address or phone number, please email these changes to fraternal@sofn.com.

2019 District 5 and International Calendar and Deadlines

(Updated 10/31/2019- changes in red)

December 10, 2019

Photos for the Viking are due to District Publicity Director Karen Eberhardt- eber01dj@gmail.com

DISTRICT FIVE LODGE MEETING

June 24-28, 2020 at the Radisson Hotel, Grand Canyon Drive, Madison

INTERNATIONAL LODGE MEETING

August 16-23, 2020 in Hamar Norway

Viking Chest Rotation

- The rotation will begin again with this rotation.
- The zone directors are responsible for keeping track of the whereabouts and letting their lodges know that the chest is in their zone for that time period.
- The chest should be brought back to the District Board Meeting to be given to the next zone.

Rotation for sharing the Viking Chest will continue as follows:

Zone 5 Oct. 2019 - Apr. 2020
Zone 2 Apr. 2020 - Oct. 2020
Zone 4 Oct. 2020 - Apr. 2020
Zone 6 Apr. 2020 - Oct. 2020
Zone 1 Oct. 2020 - Apr. 2021
Zone 3 Apr. 2021 - Oct. 2021

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 24-28 at the Radisson Hotel, Grand Canyon Drive, Madison hosted by Idun Lodge.
- The International Sons of Norway Convention will be August 16-23, 2020 in Hamar Norway

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

FFFN Basics

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!**

Send all web posting info and calendar dates/events directly to our webmaster at inputd5@sonsofnorway5.com With our new arrangement, I actually send the FFFN pdf to our webmaster on Thursday morning before I go to work. So if you have anything you’d like me to consider putting in, please send it by Wednesday night. Please do not send pdf’s as I have a hard time cutting and pasting them. The Word Document works best for me. Don’t forget that lodge events should be submitted to inputd5@sonsofnorway.com as I have a hard time keeping track of all lodge activities. I’ll put some in but that is more the role of the website event calendar.

If you would like to get the MS Word document, just shoot me an email and I’ll add you to the list. I send it out right after I send the email to the large group.

Darlene Arneson – arnesonfamily5@gmail.com