

District 5 Sons of Norway

Zone Director Handbook

DRAFT 2022-2024

A guide to help zone directors with their duties and responsibilities!

The Basics of Being a Zone Director	Page 2
District Bylaw information	Pages 3-4
Policies and Practices Information	Pages 4-9
Zone Meeting Packet	Pages 9-12
Zone Meeting COVID additional questions	Page 13
Zone 3 Meeting Schedule	Page 14
Zone meeting Preparation Ideas	Page 15
Fraternal Gives Reporting for Zone Directors	Pages 16-22
Officer Installation Template	Pages 23-26
Lodge Visit Report	Page 27
Lodge Visit Report- COVID	Page 28
What happens at District Lodge Meetings and Conventions	Page 29
Transitions between Zone Directors	Page 29
Communicating with your assigned lodges	Page 30
Working with your other Zone Director	Page 31
Board Meeting 101	Pages 32-33
Outdoor Lodge Meeting Tips to Consider	Page 34-35

The Basics of being a zone director!

Who can serve on the board? You must be a benefit member which means you have a financial product from Sons of Norway that qualifies. You can learn more and purchase one from an Insurance Professional who sells SN products.

How many on the board? District 5 has six zones and each zone can have two directors. The Secretary and Treasurer are not connected to a zone and can serve unlimited terms. The International Director attends our meetings and is given permission to discuss items- but doesn't vote. The webmaster is included in much of the board communications but doesn't need to attend board meetings.

- Zone 1- Loven 29, Valkyrien 53, Trygvason 220, Viking 625, Ulseth 670, and Dovre 353.
- Zone 2- Wergeland 28, Jotunheimen 286, Solvang 457, Fossen 534, Fagernes 616, Rib Fjell 496, Elvedal 556, Norskeland 580, Myrmarken 609 and Vennligfolk 627.
- Zone 3- Idun 74, Mandt 314, Vennelag 513, Nordland 544, Ostestaden 642. and Norsemen of the Lakes 650.
- Zone 4- Fosselyngen 82, Nordlyset 183, Norse Valley 491, H R Holand 549, and Gronnvik 632.
- Zone 5- Skjold 100, Valhall 168, Polar Star 472, Cleng Peerson 525, and Elvesund 593.
- Zone 6- Nordkap 378, Sonja Henie 490, Sognefjord 523, Christian Radich 568, Scandiana 600 Askeladden 610, Circle City 614, Edvard Grieg 657, Arctic Circle 662, Vikings of the Smokies 677, Music City Vikings 681, and Shawnee Skogen 689

How long do you serve? A zone director is elected at the District Lodge Meeting and then serves until the next District Lodge meeting. It is a two-year term. The zone directors can serve 2 consecutive terms (2 years) and then either need to be elected to an officer position.

What do I have to attend? The Board meets twice a year in-person – spring and fall. The Board members must also attend the District Lodge Meeting and Convention. They do not have to attend the International Lodge Meeting and Convention unless they are elected as a delegate. They also should host some type of Zone Meeting and visit lodges. More specific information is provided in the Policies and Practices and District Bylaws.

What if I can't attend something? Alternates are elected at the District Lodge Meeting during your zone caucus. A zone will determine if they are specific or priority. Specific means that alternate is for a certain director (i.e. Sally is the specific alternate to Mary. If Mary can't attend something, she calls Sally first). Priority means one of the alternates is the first one that is called. In both cases, if the first alternate can't fill in, the other one is contacted. If a zone director can't attend a board meeting or convention, they are to contact the District President and Secretary and also the alternate.

How are committees and zone assignments done? The District President assigns zone directors to committees and makes the zone assignments. The president is encouraged to reach out to the zone directors to get their input, desires and suggestions but the president makes the final decision. This is done shortly after the re-organization meeting at the District Convention. The committees include Auditing, Cultural, Executive, Heritage and Grants, Membership, Publicity, Sports and Recreation, Zone Alignment, Lodge Development and Support, and Fundraising.

District Bylaws:

ARTICLE VI . . . ZONES

Par. 2 Description of Zones

Zone 1- Loven 29, Valkyrien 53, Trygvason 220, Viking 625, Ulseth 670, and Dovre 353.

Zone 2- Wergeland 28, Jotunheimen 286, Solvang 457, Fossen 534, Fagernes 616, Rib Fjell 496, Elvedal 556, Norskeland 580, Myrmarken 609 and Vennligfolk 627.

Zone 3- Idun 74, Mandt 314, Vennelag 513, Nordland 544, Ostestaden 642, and Norsemen of the Lakes 650.

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Zone 5- Skjold 100, Valhall 168, Polar Star 472, Cleng Peerson 525, and Elvesund 593.

Zone 6- Nordkap 378, Sonja Henie 490, Sognefjord 523, Christian Radich 568, Scandiana 600 Askeladden 610, Circle City 614, Edvard Grieg 657, Arctic Circle 662, Vikings of the Smokies 677, Music City Vikings 681, and Shawnee Skogen 689

ARTICLE VII . . . OFFICERS AND SALARIES

Par. 1 The elected Officers of the District shall be: President, Vice-President, Secretary, Treasurer, Recreation Director, Publicity Director, Cultural Director, Youth Director and the General Directors provided for in these By-Laws.

Par. 2 The President and Vice President shall be elected from separate Zones.

Par. 3. The President, Vice President, Secretary, Treasurer, Recreation Director, Publicity Director, Cultural Director and Youth Director shall be nominated and elected in that order, after which each Zone shall hold an election caucus and nominate the number of Directors and Alternates to which they are entitled as provided for in these By-Laws. These nominations shall be submitted to the District Lodge at the conclusion of the caucus.

Par. 4 All Zones shall be entitled to exactly (2) representatives on the Board. The Secretary and Treasurer shall not be counted as a representative against a Zone. An alternate for the Secretary and Treasurer shall also be elected.

Par. 5 A Presidential candidate shall have served on the District Board at least one full term.

Par. 6 No District Officer or Director shall be elected to serve more than two consecutive terms in any office except the Secretary and the Treasurer whose term shall not be limited.

Par. 7 The President, Vice President, Secretary, Treasurer, Recreation Director, Publicity Director, Cultural Director, and Youth Director shall receive such compensation as determined by the District Lodge. The Board of Directors shall make recommendations to each District Lodge Meeting with respect thereto.

Par. 8 At the first meeting of the Board of Directors after a District Lodge Meeting, the Board shall determine the per diem and traveling expense allowance for members of the Board for the next biennium.

Par. 9 The President shall assign to each Officer and Director the lodges to be under his or her supervision.

Par. 10 At the opening of each District Lodge Meeting, the President shall appoint from the attending representatives a Marshal and an Assistant Marshal and two greeters to serve during the meetings.

ARTICLE VIII . . . ELECTION OF REPRESENTATIVES AND ALTERNATES

Par. 1 Prior to the District Lodge Meeting the Secretary shall prepare a notice which allocates to each Zone the number of International Lodge Representatives to which it is entitled in proportion to its membership. (One representative for each 300, balance to the pool.). Central Lodge Delegates: Notify Central Lodge 000 members of the meeting via the January issue of the Viking.

Par. 2 During its election caucus each Zone shall nominate from its insurance members the International Lodge Representatives to which it is entitled. An equal number of Alternates shall then be nominated and shall serve in the order of their election (priority alternate). These nominations shall be submitted for approval to the District Lodge at the conclusion of the caucus.

Par. 3 The Representative and Alternate from each Zone shall be elected separately, one Zone at a time.

District Policies and Practices:

CHAPTER III

DISTRICT FIVE BOARD OF DIRECTORS

There is a distinction made between a District Director and a District Officer. All District Board of Directors members serve as Directors, but only Officers serve in a District-wide capacity. Directors and Officers shall obtain approval from the District President before making expense-paid visits, for whatever reason, outside their assigned lodges.

A. Election: The Officers and Directors shall be elected at the biennial District Lodge Meeting. An Alternate must be elected for each Zone Director position either by priority or specific ballot. Method of election must be recorded in the minutes of the District Lodge meeting.

B. Meetings: Meetings of the District Board of Directors shall be held in the spring and fall of each year and immediately preceding and following District Lodge Meetings. Meetings may be held in-person or virtually to conduct the business of the District.

C. Responsibilities: Officers and Directors shall have the following responsibilities:

1. District Five Officers/Directors: Officer and Director Responsibilities begin with their own lodges and continue with the lodges assigned to them. District Board Members are expected to visit at least annually and are authorized to visit their assigned lodges at a minimum of once, but preferably twice, a year (July to June). Visitations or attending events of unassigned lodges shall be approved in advance by the District President. Responsibilities include those of being a friend, an educator, a communicator, and a link with the District Board and the District Lodge.

2. District Board Committees: The District President shall appoint both standing and ad hoc committees to aid in the smooth operation of the District Five Board and the District Lodge during the biennium. Committee members have responsibilities which are outlined under Chapter V. The District President may also assign additional duties for the efficient operation of the District Board and the District Lodge. The District President shall be chairperson of the Executive Committee and an ex-officio member of all other committees, except the Auditing Committee.

3. Board Committee Meeting Notification: Notice of the time and date shall be set by the District President and by the committee chair. The committee chairperson will notify committee members as to the place of the meeting or if held virtually, the date and time. If special needs arise the chairperson should notify the District President of the place of the meeting.

4. Zone Seminars and Meetings: The District Directors are responsible for planning and conducting zone seminars and meetings.

5. Each zone director is allowed \$10/lodge they represent/year to use for door prizes or gifts when visiting a lodge.

D. Compensation of District Officers and Directors: Yearly compensation shall be determined by the District Lodge. 50% paid in December and 50% paid in June.

Approved in June 2022:

President \$1,000 per annum
Secretary \$2,000 per annum
Treasurer \$1,000 per annum
Vice President \$250 per annum
Publicity Director \$250 per annum
Cultural Director \$250 per annum
Youth Director \$500 per annum
Recreation Director \$250 per annum

E. Expense Reimbursement: Request for reimbursement of expenses as allowed under Chapter VI must be presented to the District Treasurer within 30 days after such expenses are incurred.

Chapter IV

DISTRICT BOARD OF DIRECTORS MEETING PROCEDURES

A. The agenda for the District Board Meeting shall be the responsibility of the District President and shall be made available to District Board Members by mail or email with the final agenda sent out at least one week prior to the District Board Meeting.

B. The right to speak to issues shall be given to resource people attending District Board of Directors Meetings. The District President shall recognize resource people.

C. The time, date and place of the next District Board of Directors Meeting shall be the last item of business.

CHAPTER V

DISTRICT FIVE COMMITTEES AND RESPONSIBILITIES

A. Auditing Committee: The Auditing Committee shall audit the accounts of the District Lodge Treasurer prior to each District Board Meeting using the following criteria:

1. Verify checking account balances by comparing monthly bank statements with District Treasurer's reports and check book balances.
2. Verify investment account balances by comparing investment statements with the balances as shown on the District Treasurer's reports.
3. Compare randomly selected paid checks with District Director expense reports or paid invoices with the District Treasurer's monthly reports.

B. Convention Site Review Committee: This committee or a board member shall inspect the sites being offered. Results shall be reported to the District Five Board of Directors.

C. Credentials Committee: The Secretary of District Lodge Five shall prepare a list of duly elected delegates and alternates for use by the convention registration committee and the District Five Credentials Committee. A current Sons of Norway membership card, driver's license or other form of ID may be used as a credential to identify the delegate or alternate.

D. Cultural Committee: The Cultural Committee shall develop plans and recommend ways to promote Norwegian and other Nordic culture throughout the District.

1. The Sons of Norway D5 Traveling Viking Chest will contain cultural items donated by lodges.
2. The Chest will be passed from zone to zone by transfer at spring and fall D5 Board meetings.
3. Directors will arrange to share the Viking Chest with their lodges.
4. Each lodge will donate a cultural item to be placed in the collection along with information about it.
5. A second container will be built when the first is filled, resulting in two chests to rotate among D5 lodges.

E. Executive Committee: The Executive Committee shall perform such duties charged by the District Board and carry out the business of District Lodge Five between District Board of Directors meetings.

F. Finance and Budget Committee: The Finance and Budget Committee shall;

1. Report on the financial condition of District Lodge Five at each Board of Director's meeting.
2. Present budget recommendations at each Fall Board meeting for the coming fiscal year.
3. Make recommendations on the investment of District Five funds.

G. Heritage and Grants Committee: This committee shall:

1. Plan for the implementation and management of Masse Moro.
2. Make recommendations to the District Board regarding the awarding of grants for scholarships and for matching funds for Masse Moro.
3. Design, prepare and issue application forms for Masse Moro Scholarships and Matching Funds.

H. Membership Committee: The Membership Committee shall develop plans to encourage and assist local lodges in increasing membership.

I. Publicity Committee: This committee shall:

1. Encourage local lodges to share their newsletters with other lodges, the District Five Board of Directors, International Board members from the District, Sons of Norway International Headquarters, local libraries, The Chamber of Commerce and other local organizations who may be interested in the activities of Sons of Norway.
2. Promote favorable publicity for District Five.

J. Sports and Recreation Committee: The Sports and Recreation Committee shall develop plans and recommend to the District Board ways to promote recreational activities throughout District Five, including options such as bowling, skiing, orienteering, Barnebirkie, kubb, Adopt a Trail or Highway Program, and the Sport Medals Program.

K. Zone Alignment Committee: This committee shall review the proximity of local lodges and survey lodges to gather input and then present to the District Board, at the spring meeting or a timely manner for the nominating committee to perform their duties, prior to the District Five Lodge Meeting, its recommendations regarding the make-up of the Zones. The committee also helps identify ways to improve zone relations and representation.

L. Lodge Development and Support Committee: This committee shall provide help and support the people working to establish new lodges within the geographical boundaries of District Lodge Five as outlined in the Constitution of the Sons of Norway, the Sons of Norway. Working with the District Board, other District committees (i.e. Membership and Zone Alignment), the committee will also help to provide support, training and resources for the zone directors, District officers, and local lodge officers as they conduct lodge activities, organizational duties, and work with membership issues.

M. Fundraising Committee: The committee shall develop recommended sources of income for the District.

CHAPTER VI

DISTRICT FIVE BOARD OF DIRECTORS EXPENSE REIMBURSEMENT

- A.** The following Travel Allowance, Meal Allowance and Lodging Expense shall be allowed each Board member for Board Meetings, Assigned Lodge Visitations, Institutions, Charters, Local Lodge Installations, District Five Lodge Meetings, Executive Board Meetings, Special Board Meetings, Zone Seminars, and Individual Board Members will be allowed expenses, if approved, in advance, by the District Board or District President.

Approved at the June 2018 District Lodge Meeting, Officers and Directors may request reimbursement for authorized travel in the following amounts:

- Personal vehicle mileage rate be set at the International Board of Directors' rate, which is 75% of the IRS rate;
- Food allowance of up to \$30.00 per day (must include receipts);
- Toll road charges as needed (no receipt needed);
- Reasonable lodging costs as needed.

1. Travel Allowance: The mileage rate, per mile, round trip, is set by the District Board at the first meeting of the Board of Directors after the District Lodge Meeting for the next biennium. (District Five By-laws, Article VII, Paragraph 7) Tolls shall be provided each Board member per meeting. No distinction shall be made for those who choose to travel by any other type of conveyance, unless approved, in advance, by the District President.

2. Meal Allowance (Per Diem): A meal allowance, per day, is set by the District Board at the first meeting of the Board of Directors after the District Lodge meeting for the next biennium. (District Five By-laws, Article II, Paragraph 7) All meals must be receipted.

3. Lodging: The single room rate including taxes shall be provided each District Board member per night. The number of nights allowed is at the discretion of the District Five Board. All lodging must be receipted.

4. Any travel reimbursement to **Central Lodge representatives** on the District Board shall be at the lesser of actual travel expenses or the average travel reimbursement to members of the District Board (excluding the costs reimbursed for the District President and actual costs of any Central Lodge members) and shall only be for travel as directed by the District Board.

B. Other District Board Expenses: Receipted charges incurred for District Five purpose will be reimbursed for the following:

1. Telephone/Fax/Email
2. Mailing Expenses
3. Photocopies
4. Office supplies
5. Photo developing

C. Home Printing: Home printing will be allowed at a rate determined by the District Five Board.

D. District Five President: The District president shall be reimbursed for expenses incurred in attending the fall and spring International Board Meetings. The District President shall be afforded the same expenses as District Five Board Members. No distinction shall be for the President should the President choose to travel by any other type of conveyance, unless approved, in advance, by the District Executive Committee.

E. District President Discretionary Fund: The District Five President shall be provided with a \$200.00 discretionary allowance yearly to paid in the month of October

F. Honorariums: Occasionally District Five Board Members are presented with gifts of a monetary nature or otherwise. Distinction is drawn between the two, but discretion is encouraged in the acceptance of either. It is recommended that District Five Board Members suggest to the giver, that gifts of a monetary nature, be donated to a worthy Sons of Norway project.

G. Field Staff Expense Reimbursement: District Lodge Five Sons of Norway Representatives are welcome to attend District Five Board of Directors' meetings. They are valuable resource people. When Sons of Norway Field Staff personnel are specifically invited, their expenses shall be reimbursed by the Sons of Norway Home Office.

CHAPTER IX

ZONE ACTIVITY

A. Conducting Activity: Zone activities are conducted by members of the District Five Board of Directors for the benefit of Local Lodge Officers, future officers and other interested persons and must include some aspect of training.

B. Organization: Organizing activity is the responsibility of the District Board of Directors.

C. When, where Held: The date, time and place are set in cooperation with the host lodge.

D. Cost: Expenses incurred that will be reimbursed by the District Lodge are as follows:

- 1 - Building rental.
- 2 - Mileage for District Directors.
- 3 - Lunch for District Directors.
- 4 - Postage/printing.
- 5 - Telephone/fax.
- 6 \$8.00 toward lunch for each participant.

E. Attendance: All Local Lodge Officers and members are encouraged to attend.

F. Report: A concise written report, including financials, must be prepared and submitted to the District President and expense forms to the Treasurer by one of the District Directors conducting the activity.

G. Report Forms: Report forms shall be supplied by the District Five Treasurer.

H. Email Notifications: District Board Officers/Members are encouraged to use email notifications to share information they receive from other Board Members or the Sons of Norway International Home Office with local lodge leaders.

Zone Meeting Compiled Packet

Updated: September 27, 2020

Logistics:

Where:

Some zones have rotations (i.e. Zone 3), some meet in central places, some ask for volunteers to host, some will have in multiple locations if the zone is large.

The meetings can be at lodges, restaurants, churches, other meeting spaces, destination places (for tours), part of other events....

When:

Many will hold their meetings in the early months of the year to mid-spring- especially if they are doing officer training as lodges have just elected officers. Some have summer picnics. Some will look at the events calendar and try to partner with another event to increase attendance.

Who:

The Policies and Practices book lists officers and officers-elect. Many zones encourage any interested members and especially potential lodge leaders. The two zone directors are responsible for these meetings. Other board members and the FBC's may be asked to attend and participate. If you have a question on covering their expenses, ask the District President for approval.

Why:

Some zone directors will survey their lodges to see what topics they want covered, what concerns they have, what training is needed and for suggestions. Others will follow an officer training format. Most will include updates from the Zone Directors, District President, International Director and a Financial Benefit Counselor.

How:

Refer to the Policy and Procedures book for expense details. There is a **Report Form** and an **Attendance –Sign In Sheet** that should be completed and copies sent to the District Treasurer and President.

The agenda, meeting notices, and coordination is up to the zone directors. Keep expenses in mind and try to keep the meal cost under \$8. If over, you need to consider how to pay for the additional amount (participants pay, sponsor, lodges pay). The host usually takes care of organizing the meal and providing volunteers and cookies for registration and coffee breaks.

You might want to check with lodge presidents, past board members, past zone director for your area, other District board members, and the International Office for suggestions.

Sports and games are always fun! Kubb, walking, cards, Norsk board or card games, skiing, and other activities can offer a fun spin for your event plus increase awareness of the Sports Medal Program. Having a zone meeting in conjunction with a District Bowling Tournament event might also increase participation at both!

It is always helpful to have time for: website orientation, required reports discussion and Q & A, required form discussion, and delegate election during convention years.

Zone meetings will vary and can be whatever you and your zone members would like them to be! For further questions, contact the District President, Secretary or Treasurer for questions on any of the logistics.

The District President is the key person if you have questions in regard to getting permission for other board members to attend or expenses not listed in the guidelines.

Sons of Norway- District Lodge 5- Zone Activity Report Form- 2022-2024

Zone # ____ Location of Zone Activity _____ Date of Activity _____

Lodge Name	Lodge Number	Number Attending

Total number attending: _____

List expenses charged to the Fifth District (receipts required)

<u>Building Rental</u>	\$
Mileage	\$
Lunch for Directors and Presenters	\$
Meals- \$8 toward lunch for each participant	\$
Printing and postage for mailing letters, envelopes, workbooks	\$
Phone charges	\$
Lodging	\$
Other office supplies: flip chart paper, markers, ect	\$
Any other Expenses	\$

Limited to elected, future officers of local lodges, and other interested persons. Please attach completed Zone Activity attendance sheets to verify the total for this expense.

Total expense for seminar \$ _____

List the District Officers, International Representatives and SON Financial Benefit Counselors that attended:

For the record, please tell a little bit about the format used. What was well received? (Attachment or you can continue on back if needed)

Total expenses for zone meeting \$ _____ Total number of people participating _____

Signature of Presiding Director _____

** Return a copy of these forms to the District President Cheryl Wille-Schlesser

Sons of Norway - District Lodge 5 - Zone Activity Sign In Sheets – 2022-2024

Zone # _____ Location of Seminar _____ Date of Seminar _____

Make a copy of this sheet for each zone director. Send one copy to District President and Treasurer with expense reports.

<u>Name of Participant</u>	Lodge Name and Number	Indicate current officer title(s)

Zone Meeting COVID-19 Additional Questions for Report

Sons of Norway- District Lodge 5- Zone Activity Report Form- 2022-2024

Zone # ____ Location of Zone Activity _____ Date of Activity _____

Lodge Name	Lodge Number	Number Attending

Total number attending: _____

If the meeting was virtual:

What platform was used to host the meeting? __ ZOOM __ GO TO MEETINGS __ TEAMS

____ Free Conference calls Other _____

Who set up the meeting? _____ Was the meeting recorded? _____ Where there expenses? _____

What type of meeting was this? _____ Local Lodge Officers _____ Zone Meeting for all members

Observations about the virtual meeting:

Zone 3 Seminar Schedule

1998	Østestaden	
1999	Mandt	
2000	Vennelag	
2001	Vakkertland	
2002	Madison	(Convention Site for Int'l)
2003	Sør Vest Viskonsin	
2004	Nordland	
2005	Idun	
2006	Mandt	
2007	Østestaden & Gjemtedal	Leadership Training
2008	Norsemen of the Lakes	
2009	Vennelag	
2010	Vakkertland	
2011	Nordland	
2012	Idun	
2013	Mandt	
2014	Østestaden	
2015	Norsemen of the Lakes	
2016	Vennelag	
2017	Vakkertland	
2018	Nordland	
2019	Idun	
2020	Mandt	
2021	Virtual due to COVID 19- Østestaden	
2022	Østestaden	
2023	Norsemen of the Lakes	
2024	Vennelag	
2025	Nordland	
2026	Idun	
2027	Mandt	
2028	Østestaden	
2029	Norsemen of the Lakes	

Sons of Norway Zone Meeting Preparation Ideas

Setting the date, location and host site

- Is there a zone rotation?

- What is central?

- How much distance is there in your zone? Do you need multiple locations?

Setting the agenda

- What are the needs of your zone lodges? Members? Audience?

- What do they want covered?

- Consider past topics- leadership training, officer specific, challenges, SN programs

- Speakers- your decision who comes, set time limits

- Have there been surveys from the past zone meetings? Use the information!

- Work together as zone officers to plan the meeting

- Is there a tour or attraction that can be combined with the zone meeting?

- Have time limit!

- Have someone be the timekeeper and keep them on task!

Who will help?

- Zone officers

- Executive Committee members

- Who/what lodges have been successful in your area?

- Host lodge- food, coffee breaks, set up and clean up

- Are there local resource people- an outside perspective

How to promote the zone meetings

- Lodge visits

- District website

- Email reminders

- Mailings

- Phone calls

- People need to be contacted 5-7 times before they will come!

Don't forget to

- Have interaction- sharing of ideas

- Have remarks for the good of the order

- Sing

- Coffee and treats

- Survey

- Be positive!

- Thank you notes

Other thoughts and comments

FraternalGives Reporting – Due Quarterly to Darlene- 2022

The District must report on all District activities. This includes our events, meetings, convention and lodge meetings, visits, officer and director work/travel/computer work, and all other District related activities.

At a District event (i.e. zone meeting, District convention and lodge meeting), the District reports the hours – NOT the lodge! Even if the lodge is hosting the convention, the District reports the hours of planning and preparation!

When we go to the International Convention, the home office reports those hours.

What I have found to be helpful....

- Report to me quarterly so that it's fresh in your minds!
- If you are in charge of an event for the District, you report ALL hours for it
 - Zone meeting- the District reports all the hours put into preparation, attendance, travel time and follow-up. The lodges don't report those hours.
 - Masse Moro- the District reports all the volunteer hours put into Masse Moro. From what I understand, we don't count the counselor's paid hours, but we count the campers "waking hours", travel time and ect.
 - Nordic News- the District counts the presenter's prep time, Mike's time, the total hours that people tune in to the live sessions, and any follow-up.
- For some repetitive actions, you can report them monthly or quarterly.
- For some of your general officer/zone director duties, you can group them by monthly or quarterly and not have to list each one.
- We probably under report, so I would err on the side of reporting all events that the District should even though a lodge may also report those hours. In the end, it will likely even out and we're trying to do our best to report with the information that we have.
- If Board members don't report to me by early January, I guestimate their hours for the year. Not how I'd like to do it, but I need to get our reporting done.
- The forms help because they have all the information that I need. But you can report the hours to me in whatever is easiest for you. If I don't have all the required info, I do my best to fill in the blanks.

The following pages have the screen shots of what I have to fill out

Edit Activity

Activity Info Activity Name:

*Required

Activity Description:

*Required

City:

*Required

State/Province:

*Required

In Canada:

☐

In Norway:

☐

Start Date:

*Required

End Date:

This is an activity for which I am requesting funding.

☐

How much funding are you requesting?

Activity Type

Pick from one of these three choices:

*Required

Categorize Activity (check all that apply):

- ☐ Athletic/Health/Wellness
- ☐ Educational
- ☐ Ethnic/Cultural
- ☐ Female - Focused
- ☐ Male - Focused
- ☐ Fundraisers (for other causes)
- ☐ Fundraisers for society scholarships
- ☐ Planning/Leadership Meeting
- ☐ Religious
- ☐ Senior
- ☐ Youth

Activity Metrics

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):

*Required

Number Of Volunteers:

Upload Photos: Or email your photo to your home office

Linked Text

Destination

Linked Text	Destination

contact. Include your society, your chapter name, the event name and description in the text of the email.

Society:

*Required

Chapter:

*Required

Sample of what Darlene needs from the Board Members each quarter

Activity Name	
City and State	
Start Date and End Date	
Activity type: Donation (no event); Member Activity or Service Project/Community Service Check one of the three options:	Donation ____ Member Activity ____ Service Project or Community Service ____
# members attended	
# non-members attended	
Total Volunteer Hours	
# of volunteers	

EXAMPLE AND DIRECTIONS: (from Sherry)

Events: Count the number of Community and Fraternal Events organized by your district in 2016. Enter these numbers in the 'Events' boxes below.

Member Hours: Total the number of hours district officers, district directors and delegates for the district convention spent working for Sons of Norway both at events and on their own. Event example: District Convention - 10 district officers and directors running the convention, 16 local lodge members doing volunteer work at the convention, 144 lodge delegates, 23 members attending as guests. Number of volunteers = 170 (guests aren't working and shouldn't be counted). For hours, you can include all hours spent at the business meeting and at other convention related events (dinners, etc.). Let's assume 10 hours of convention related activity a day and that the convention lasted 3 days. $140 \text{ volunteers} \times 10 \text{ hours} \times 3 \text{ days} = 4,200 \text{ volunteer hours}$ for this 1 event. On their own example: A zone director visits one of her lodges in her capacity as zone director. It takes her 1 hour to travel to the meeting, 2 hours to attend, and 1 hour to drive back home. This equals 4 hours district related volunteer time.

The time travelled to and from events can be added to the total volunteer hours. If you don't have specific information as in the above example, you can determine travel time to an event by estimating how long it takes the typical officer, director or delegate to travel to and from an event. Then, multiply this amount of time by the total number of people who volunteered at your events throughout the year. This will be a rough estimate, as district level travel time will vary widely.

For example: Typical travel time to/from district board meeting: 2 hours Total number of volunteers at average meeting: 10 $2 \text{ hours} \times 10 = 20 \text{ hours travel time per meeting}$ 2 district board meetings $\times 20 \text{ hours of travel per meeting} = 40 \text{ hours of travel time}$

FraternalGives questions answered by Sherry Gorse on how to track your District hours! These will be given to Darlene quarterly.

<p>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.</p>	<p>There are really two kinds of activities or events.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Planning meetings for a group event should be counted as separate events because they take place at separate places and times.</p> <p>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.</p> <p>Reporting Individual Service Activities: District volunteer hours for single person activities should be compiled on a monthly basis.</p> <p>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</p>
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	<p>information equal the number of volunteers. He/She then adds all their hours together and 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. Fraternals Give <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>

For District activities that an International Director attends, where is that International Directors activities recorded? On the District? On their local lodges?	<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>District Picnic: The picnic and any planning meetings would be considered district events. 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 FraternalsGive.</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.	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.
How do other Districts have activities that qualify as Community Service?	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.
Related to questions we get from local lodges:	
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>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 group would be organized and sponsored by the Sons of Norway lodge, the related volunteer</p>

	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!

Director or Officer _____ Quarter _____ Year _____

Activity Name	
City and State	
Start Date and End Date	
Activity type: Donation (no event); Member Activity or Service Project/Community Service Check one of the three options:	Donation ____ Member Activity ____ Service Project or Community Service ____
# members attended	
# non-members attended	
Total Volunteer Hours	
# of volunteers	

Activity Name	
City and State	
Start Date and End Date	
Activity type: Donation (no event); Member Activity or Service Project/Community Service Check one of the three options:	Donation ____ Member Activity ____ Service Project or Community Service ____
# members attended	
# non-members attended	
Total Volunteer Hours	
# of volunteers	

Officer Installation Ceremony

Taken from brown leather book

Installing Officer: We are now about to install the officers of Nordland Lodge. President, have the officers been elected in accordance with the laws of the Order?

President: They have.

Installing Officer: You will now hand me your regalia and take your place among the members. The other officers will vacate their places and leave their regalia. I shall appoint _____ installing marshal and _____ installing assistant marshal.

Rap three times- all rise

You have been elected by the members of this lodge as an officer for the present term. Will you now place your right hand over your heart and repeat the following pledge: "I solemnly promise to perform my duties as an officer of this lodge faithfully and in strict accordance with the laws, rules and customs of this order".

Rap once- all seated

I will mention your titles, and as I do so, you will come forward. When you have been made acquainted with your duties, the installing marshals will pin on your regalia and you can return to your place in the lodge.

Inner Guard and Outer Guard:

During formal business meetings of the lodge, you are to see that only eligible persons are admitted to the meetings and that the opening and closing ceremonies of the lodge are not disturbed. It is very important that you obtain the names of visiting members, as well as the name, number and location of their lodge, and report this to the president so that he/she may have an opportunity to introduce them properly.

The Marshals will escort you to your place.

Librarian:

It shall be your duty to supervise and control the lending of books belonging to the library, and to see to it that all books are returned to the library in good condition and within the prescribed time set by the lodge. You shall be present at the library according to the instruction of the lodge and, as far as possible, aid and assist the members in the selection of the books wanted.

The Marshals will escort you to your place.

Musician:

You have been chosen Musician of this lodge for the present term and, as such, it shall be your duty to assist at the piano when called upon to do so by the social director or the president, especially during ceremonies of the lodge. Your contribution to the ceremonial activities of the lodge meetings will make them pleasant and interesting.

The Marshals will escort you to your place.

Historian- Editor- Publicity Director:

Historian:

As Historian, it shall be your responsibility to record the historical events of the lodge. From time to time, and in cooperation with the Editor, you shall forward a summary of these events to the District Publicity Director. You shall act as custodian for all records and material pertinent to the history of the lodge and shall compile a record of current lodge activities to be presented in the form of an annual history and scrapbook. Your services will be essential in the continuance and preservation of the records describing the fraternal progress of your lodge.

Editor:

It is your duty to publish the lodge newsletter. You are the key to keeping all members of your lodge informed of the activities of the lodge, and providing them with other information which they will find of interest as members of Sons of Norway, thereby strengthening the bonds of Fraternalism among the members of your lodge and neighboring lodges with whom you exchange newsletters.

Publicity Director:

As Publicity Director, you shall build a good public image of our lodge by contributing the appropriate news releases to local and area media. You shall also be in constant communication with those officers planning the fraternal, social and cultural events of the lodge

Will the Marshals escort the Historian/Editor/Publicity to his/her/their place(s) in the lodge?

Youth Director and Sports & Recreation Director: It is your duty to plan the activities that the title you have been given suggests.

As Youth Director, you will have the responsibility of supervising clubs, dance groups, and a Junior Lodge/Youth Group of boys and girls among our members and the community, who will one day be eligible for adult membership in Sons of Norway. You will assist them in developing their social and recreational activities and provide them with opportunities to learn of our cultural heritage. It will be necessary for you to work in close cooperation with their parents and the lodge in guiding these young people toward membership in our Society.

As Sports Director, you will be responsible for the planning and supervising of a well-rounded program of sports activities and recreation, which will be of interest to the members of all ages.

You should (both) coordinate your activities with the social director and President of the lodge so that the membership will benefit from a varied and interesting program of activities. You (both) have a challenging and important post.

Will the marshals escort the youth director and the sports & recreation director to his/her/their place(s) in the lodge.

Cultural Director:

As Cultural Director, it is your duty to plan programs for your lodge meeting of a nature which preserve and promote our heritage. You will arrange for activities such as language classes, singing groups, folk dancing and other arts as requested by the membership.

The marshals will escort you to your place in the lodge.

Foundation Director:

It is your duty to give the lodge complete and updated information about the Sons of Norway Foundation and its outreach programs. This information will be conveyed to you by the Foundation representative of your district and directly from the Sons of Norway Foundation.

The marshals will escort you to your place in the lodge.

Marshal and Assistant Marshal:

It is your duty to see that the ceremonial functions of the lodge are conducted in the proper manner. You shall have custody of the regalia, songbooks, gavel and other paraphernalia of the lodge, and see that they are properly distributed at the opening and collected at the close of each meeting. Your services, therefore, mean a great deal to a smoothly functioning meeting.

The marshals will conduct you to your place in the lodge.

Trustees:

You, together with other trustees of the lodge, are the custodians of the personal property of the lodge. At the close of each auditing period, but at least once each year, you must submit a report covering such property of the lodge. Together with the other trustees, you are empowered to hold title to investments owned by the lodge. It is important that you keep the president and the other officers informed in these matters.

The marshals will conduct you to your place in the lodge.

Financial Secretary and Treasurer:

The financial affairs of this lodge are now placed in your hands. To carry on your work, it is necessary that you have in your possession the appropriate materials outlining your duties in detail.

Financial Secretary:

It is your duty to see that the funds of the lodge are collected as directed by the lodge. At the close of each meeting, you must turn over to the treasurer all monies collected by you since the preceding meeting. Annually you must submit a detailed report of the receipts during the preceding period and prepare the membership reports of the lodge. You shall be responsible for all matters relating to membership records and see that copies of names and addresses of all members are available to the officers requesting this information. Your duties are difficult. The accurate and complete membership and financial records of this lodge depend to a great extent on your promptness and attention to detail.

Treasurer:

You shall keep accurate accounts of the receipts and disbursements of the lodge. No payment from the lodge treasury may be made except as ordered by the lodge. During each meeting, you must report on the condition of the treasury. Annually you must submit in writing a detailed report of the disbursements during the preceding period. Upon your ability a great trust has been placed.

The marshals will now conduct you to your place.

Auditors:

It shall be your duty to audit the accounts of the lodge annually, or at some times if so required or requested. You shall audit any committee reports which contain financial accounts before they are adopted by the lodge.

The marshals will now escort you to your seats.

Secretary and Assistant Secretary:

It is your duty to make a true and impartial record of the transactions of this lodge. You shall be responsible for the prompt presentation or referral of communications to the lodge. You shall carry on all correspondence, which has not been expressly delegated to other members. You shall issue and attest all documents issued on behalf of the lodge. You shall assist the president in the preparation of an agenda to insure an efficiently conducted meeting. It is of great importance that you perform your duties with care and diligence so the business of the lodge may be attended to in the proper manner. It is important, therefore, that you also have in your possession the materials necessary for the discharge of your duties.

The marshals will escort you to your places.

Social Director:

Your duties are both interesting and challenging, for you will be required, in cooperation with the President and the other officers, to plan and supervise the social activities of the lodge. It is also your duty to select the songs used during the opening, closing and other ceremonies of the lodge. You are also responsible for selecting the refreshment committees and for planning the entertainment and recreational activities so the meetings may be interesting and enjoyable.

The marshals will conduct the social director to his/her place in the lodge.

Counselor:

You have been elected to the office of Counselor for the present term. As you assume this office, you receive a post of honor and responsibility. It will be your duty to aid, assist and counsel the other officers in the performance of their duties. By the guidance of your word and deed, your lodge shall be strengthened in the true spirit of fraternalism.

The marshals will escort you to your place.

Vice President:

You have been elected to the second-highest office in this lodge. It is important, therefore, that you familiarize yourself with the duties of the president and assist her in maintaining order, for it will be your responsibility to perform the duties of the president in her absence. Be faithful and reliable. Perform your duties in close cooperation with the other officers and in the continued building of our fraternity.

The marshals will conduct the Vice President to his/her place in the lodge.

President:

You have been re-elected President of _____ Lodge, No _____, Sons of Norway, and as such you will preside until your successor has assumed the duties of this office. The term of all the officers in your lodge commences in the month of January. Thoroughly acquaint yourself with the laws, rules and ceremonies of our Fraternity and your duties, for you will, to a great extent, be responsible for the progress, welfare and internal harmony of the lodge. For this reason, it is of the greatest importance that you perform your duties with consideration and care. Act without fear and partiality, be calm and considerate, so that your decisions may be respectfully received and maintained. Make early decisions regarding the lodge activities of your term and follow them through to complete success. I shall presently hand you this gavel- a symbol of authority. One rap of the gavel signifies that the lodge shall come to order or that all present shall be seated (Raps once) At two raps, the officers rise (Raps twice) At three raps, all present rise (Raps three times).

Marshals, present the president to the lodge and escort him/her to his/her place.

Officers and members, your president and the other officers of this lodge are now clothed with their full authority. I, therefore, desire to remind you that the officers alone cannot make this lodge useful and progressive. They desire and expect your assistance in everything concerning its welfare. Attend the meetings regularly; take active part in all its functions; work harmoniously together and treat each other with mutual esteem, remembering the purpose of our noble Order as symbolically represented in our emblem and expressed in our motto: "Freedom, Fraternity and Progress."

By authority of the International Fraternal Benefit Society, Sons of Norway, I now declare the officers of this lodge rightfully installed and entitled to enter upon the performance of their duties for the present term.

(The following may be used in those lodges which pass on from president to president the King Olav V medallion or other medallions).

President, I now give you the gavel and ask that you let the lodge be seated.

DISTRICT 5 LODGE VISITATION REPORT

2022-2024

Director Name _____ Zone _____ Date of Attendance _____

Lodge Visited _____ Lodge Number 5- _____ Date of Report _____

The number of members and guests present _____ Which flags were on display? _____

Identify the national anthems sung. _____

Was there a program? _____

If there was a program, what was it? _____

Was a meal or food offered? _____

Was the *Norwegian Table Prayer* read or sung before the meal? _____

Please identify the following programs or activities discussed by the members during the meeting.

____ Cultural medals ____ Sports ____ Foundation ____ Benefit products

____ Children's activities ____ Language classes ____ Membership Report ____ Food event

____ Publicity ____ Newsletters ____ Social events ____ Programming

____ District activities ____ Cultural skills classes ____ Trips ____ Communications

Indicate Meeting Climate: ____ Friendly & Welcoming ____ Strained or judgmental ____ Other? Explain.

Comments About the Meeting: _____

How many members are on this lodge's roster? _____ (Ask the lodge's president or another officer.)

What is the health of this lodge? _____

Is there anything about this lodge that the district board needs to know? _____

Signed: _____

Please send a copy of your report to the district president and keep one for your files.

email: cwschlessner200bc@gmail.com

Cheryl Wille-Schlessner, 200 Beth Circle, Mt. Horeb, WI 53572, 608-219-4464

DISTRICT FIVE- LODGE VISITATION REPORT COVID 2022-2024

Director Name _____ Zone _____ Date of Report: _____

Lodge Visited _____ Lodge No. _____ Date of Visit-
or virtual
meeting _____

If the meeting was in-person:

Number of members present at the meeting/call _____

What flags were displayed? _____

What country's national anthems were sung? _____

Was there a program? _____

If there was a program what was the program? _____

Was a meal served? _____

Was the Norwegian table prayer sung or read before the meal? _____

For all meetings:

Check which programs or activities were discussed during the meeting:

<input type="checkbox"/> Cultural medals	<input type="checkbox"/> Sports medals	<input type="checkbox"/> Foundation	<input type="checkbox"/> Benefit Products
<input type="checkbox"/> Children's activities	<input type="checkbox"/> Language classes	<input type="checkbox"/> Membership report given	<input type="checkbox"/> Baking
<input type="checkbox"/> Publicity	<input type="checkbox"/> Newsletters and member correspondence	<input type="checkbox"/> Social events	<input type="checkbox"/> Programs
<input type="checkbox"/> District Activities	<input type="checkbox"/> Cultural skill classes	<input type="checkbox"/> Trips	<input type="checkbox"/> Lodge website

Comments about the Meeting: _____

If the meeting was virtual:

What platform was used to host the meeting? ☐ ZOOM ☐ GO TO MEETINGS ☐ TEAMS

☐ Free Conference calls ☐ Other _____

Did you assist them in setting up the meeting? _____ Was the meeting recorded? _____

What type of meeting was this? ☐ Officers ☐ Lodge Meeting for all members

Observations about the virtual meeting: _____

Signed: _____ Date: _____

District Zone Officer

Please send a copy of your report to the district president and keep one for your files. email:
cwschlessner200bc@gmail.com Cheryl Wille-Schlessner, 200 Beth Circle, Mt. Horeb, WI 53572, 608-219-4464

What happens at District Lodge Meetings and Conventions?

For current board members:

- The board usually meets on the first day of the convention for a shorter board meeting
- Board members make their own hotel reservations and register themselves for the convention. They turn in the expenses on their expense forms.
- Some may have assigned duties for helping with events or activities
- The board sits on the dais during the lodge meeting.
- You wear your sash when you are on the dais but take it off when leaving that area or if you are speaking at the microphone
- You chair the zone caucus meeting
- All board members (including retiring board members) attend the re-organizational meeting which usually is on Sunday morning

Caucus meeting

- Before you go, District Secretary will give you the report form along with instructions on what you need to elect
- Determine if your alternates are Specific or Priority
 - Specific- if a board member can't attend a meeting or resigns, we go to that person first
 - Priority- if a board member can't attend a meeting or resigns, we go to that person first
- All alternates, delegates or zone directors elected MUST be benefit members or willing to purchase a product immediately
- If your zone has International delegate allotments, elect those. If you don't fill the spots, you will return those spots to the pool when you return to the main meeting.
- Introductions, updates, share ideas and other discussion topics
- Discuss future trainings and zone meetings

Re-organization meeting

- Usually held on Sunday morning
- For all retiring, continuing and new board members
- Some procedural items are covered – mileage rate, directives from President, retiring members give advice, committee assignments and zone assignment discussion, may set fall board meeting dates

Transitions between retiring and incoming zone directors

- Depending on where you live, you may want to set a date to get together
- Transfer any binders, files or items that would be helpful to the new director
- Discuss each lodge and any information on challenges, successes, key contacts or other details
- Discuss what worked well for your zone, what the challenges were and any suggestions
- If electronic files can be transferred, bring on a flash drive or discuss best transfer
- If a board member is not running for re-election, they might bring items to convention and send home after the re-organization meeting

Communicating with your assigned lodges

The District President makes the lodge assignments shortly after convention. If you have an interest in being assigned certain lodges, let him/her know. Also if you want to be assigned your home lodge.

Reminders: Helpful reminder emails or phone calls might be helpful in advance of these deadlines

- D63 officer election reports- checking with them in early fall to see if they have their elections scheduled
- Lodge Achievement and Family Lodge of the Year forms- the International really wants all lodges to fill out both forms, but only Lodge Achievement is “required”
- D17 and D18 audit reports- The D17 is done by all lodges and D18 by lodges who own property
- FraternalGives Reporting- is someone from their lodge reporting hours online or do they fill out the paper form
- In election years, their delegate election form
- 990 submission- this is a requirement from the IRS and cannot be avoided!
- Lodge Liability Insurance- a requirement unless the lodge has less than 25 voting members. They don't have to pay the premium.
- Masse Moro deadlines
- Viking Photo submissions

Touching base- keeping connected to your lodges is important. It might not always be the presidents that you want to reach out to or have a meeting with.

- Specific officers- maybe a call with the Treasurers when all the reporting times are coming due
- Youth, Sports or Cultural- to share ideas
- Maybe meeting with all the lodge's officers
- An optional meeting with whoever is interested, has questions or wants to brainstorm
- Focus meetings on membership, fundraising, publicity...

Zone events

- A meeting or training- see meeting guidelines, great way to bring the zone together
- Some zones have a very long tradition- see Zone 3 meeting schedule
- Events, picnics or social events can be fun
- Tours or trips can connect cultural, social and fun into your zone

Working with your co-zone director

Regular communication

- Don't wait until board meetings or convention!
- Touching base on lodge needs, questions or events
- Helping each other out if needed
- Setting goals for your zone
- Tag team hosting calls or outreach

Planning

- Zone meetings, trainings or events
- Summer picnic?
- Conducting your caucus
- Hosting calls with all the officers in your zone? Presidents, treasurers, or other specific ones

If your zone is big geographically

- Discuss how to reach lodges that are quite a distance in miles from others
- Virtual meetings
- Can you plan several zone meetings focusing on the lodges that are in clusters?
- Hosting other events

Identifying prospective board members

- Knowing your lodges will help as then you'll know their members
- Sharing your experience and duties
- Working with the nominating committee giving them prospective members
- Deciding if you are running again. Keep in mind the two-term limits for zone directors or officer positions (except for Secretary and Treasurer)

Sons of Norway District Board Meeting 101

2022-2024

Hotels

Traditionally the District Secretary makes the hotel reservations. Reservations are made so that each board member (and spouse) has their own room. **If you are willing to share a room, that saves the District funds too.** You need to contact the District Secretary by the deadline so we know if you need a room and for which nights. If the meeting location is close to your home, you may chose not to stay at the hotel and just commute to the meetings. We encourage members to keep the District's budget in mind when determining if you need to stay extra nights (Thursday or Saturday) but understand that personal reasons may exist. The rooms are held by the District Secretary's credit card. **At the time of check-in, you should switch the room to your credit card and pay for the room when you check out.** You will submit the approved room charges on your expense form after the meeting. **DO NOT CALL THE HOTEL AND MAKE YOUR OWN RESERVATIONS- THE SECRETARY HANDLES THE HOTEL ROOM RESERVATIONS FOR BOARD MEETINGS!**

Committee Meetings

The committee meetings are held prior to the board meeting weekend via a virtual platform. Check to see what board members have accounts to set up calls (i.e. Cheryl and Darlene). Committees can meet as often as they need and for what their duties are. All committees should meet within one month of the board meeting. The committee report should be emailed to Darlene Arneson by the Monday night before the board weekend so she can compile the reports and send them to the board to review.

We have tried to reduce costs by having electronic reports that can be projected during the meetings rather than running hard copies of your reports. The committee reports will be put in the minutes so duplicate printing is not necessary. There are times though that a hard copy and handouts may be necessary- in that case, 20 copies is usually sufficient if there are guests or visitors.

Some committees, such as audit, may need in-person committee time to conduct their work. Work with the president as the agenda is being finalized to insure that the appropriate amount of time is allocated for any committee work during the meeting weekend.

Friday

Friday has been used for leadership development, special presentations, tours, and other activities as needed. Most committees complete their work prior to arrival- but some may need time on Friday to meet. Friday night meals have varied- with the group going out together, sometimes a working supper, and sometimes a president's social time with heavy appetizers. It all depends on the location, timeline and other factors. The board member can submit his/her meal cost on the expense form. The Friday night and Saturday nights will vary depending on the location and other special events. Typically the Friday attire is casual.

Saturday meeting

The Saturday business meeting is held in a conference room at the hotel. The attire is business to business-casual (i.e. ties, Norwegian sweaters, sport jackets). Keep in mind we often have visitors or guests at our meetings. You normally do not need to have your regalia along- only if there is an event or installation. The

President will notify the board if they are to bring their regalia to a meeting. Many board members keep their regalia in their briefcase – just in case! It is recommended to wear your district name badges.

There is coffee, water and pop provided at the meeting with a coffee break mid-morning. There is a lunch break that spouses are welcome to attend. This is normally held at the hotel around 12 noon. The meeting is normally adjourned by mid-late afternoon -depending on the agenda.

Expenses

At the beginning of the meeting, the Board will approve the room costs, meals and any other expenses that Board members can submit. Keep track of your mileage, printing costs for reports, and other items. They are submitted on your expense report and given to the Treasurer with receipts. More details can be obtained from the District Treasurer.

Carpooling to meetings

If it is possible for members to carpool to meetings, this obviously helps save district funds and it's a wonderful way to get to know each other. Travel arrangements should be made by the individual board members.

Stationary and Envelopes

The District Secretary provides an editable letterhead and we don't print embossed envelopes.

Name Badges

The District Secretary orders the name badges for the board.

If you cannot attend meetings

If you are not able to attend a board meeting, you should notify the District President and contact your alternate. Once the alternate is confirmed that they can attend the meeting, the District President notifies the Secretary and meeting notices will be sent to both the Board member and the alternate. The alternate should also contact the board member after the meeting to bring them up to date on the meeting and any responsibilities.

TUBFRIM Stamps

If your lodges have stamps to turn in for TUBFRIM, please bring them to the Board meetings and we will get them to Mary Bennett who lives in the Madison, WI area. Review the guidelines for TUBFRIM stamps found on the District, International and TUBFRIM websites.

District Website

www.sonsofnorway5.com

District Facebook page

Sons of Norway District 5



District 5

Outdoor Lodge Meeting Tips to Consider April 2021

As we move into warmer months, lodges may want to consider having their meetings or events outside to offer members social distancing in an outdoor setting. Some may not be comfortable yet with being inside.

It's important to check with your county health department to know the current regulations on gathering size, food restrictions and other COVID related items. Some cities may also have regulations more restrictive than county or state regulations.

The following are suggestions of things to consider as you plan outdoor events and gatherings for your lodge.

Places to meet

- Parks- county, city or township
- Outdoor event venues
- Agri-tourism- farms sometimes have meeting spaces or shelters if they do farm tours
- Breweries or wineries
- Local service groups who might have venues with outdoor patios or spaces
- Fairgrounds
- Museums or other attractions that have outdoor spaces
- Swimming pools or splash pads often will have a park next to them

What to consider about a space or what you need for supplies and equipment

- Lights
- Bug spray
- Sun protection
- Are there bathrooms?
- Is there parking?
- Seating- are there chairs or should people bring their own?

- Tables- are there tables, picnic tables or do you need to provide?
- Microphones or sound system
- PPE- disposable masks, gloves and hand sanitizer
- Is it accessible for any physical challenges or handicapped accessibility needs?
- Cost to rent
- Rain or shine?

What to ask members and guests to bring

- Their own chairs if needed
- Beverages for themselves if needed
- Snacks- pre wrapped if they are sharing
- PPE- masks, gaiters or gloves, hand sanitizer
- Tents if needed
- Gear for weather, rain, wind

Programs, entertainment and activities

- Sports and physical activities- kubbb, walking, bags or corn hole, other yard games, pickleball, softball, tennis, soccer
- If at a park- playground for younger children
- Walking trails
- Birding
- Show n Tell- have members bring items that they can tell about. Ideas- favorite trolls, rosemaling, carving, handiwork, dolls and other items
- Music presentation that doesn't need a big set up
- Singing- a sing-a-long
- About Me Game that Mike Palecek developed
- Board games or card games
- Bingo
- Scavenger hunt
- Youth group presentations- Scouts, 4-H, choirs, band
- Storytelling presentation

What about food and beverages?

- Check with local or county health department to see if any restrictions
- Food safety- keeping hot foods hot and cold foods cold
- Bring their own vs providing
- Catered event
- Charge, free or sponsored
- Making it easy- tableware, containers, ice, heat as needed