

## Friendly Fifth Friday News December 14, 2018

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 to [inputd5@sonsofnorway5.com](mailto:inputd5@sonsofnorway5.com)

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### **December deadlines!**

#### **December 31, 2018**


- Lodge Officer Update/D63 information is due to Membership Services at Sons of Norway Headquarters.
- To be recognized for achieving a 10% growth for the 2018 recruitment challenge, membership applications should be received by December 15 so that they can be entered into the database before the end of the year.
- Application deadline for: Helping Hands to Children Grant\*, Lodge Culture and Heritage Grant\*, and Lodge Vitality Grant\*
- Deadline to order Barneløpet supplies.
- Tubfrim cards should be postmarked by December 31, 2018 to be entered into a drawing to win a plane ticket to Norway (up to \$1,000 toward a ticket purchase).

### **Submitting 2019 Officers**

**Every lodgee 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](http://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 2019:** 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 2019.

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 12/15 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](mailto:fraternal@sofn.com).



## **Officer Updates Online**

**Signing On:** Go to [www.sonsofnorway.com](http://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 2019, 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 2019 officers has a new email address, mailing address or phone number, please email these changes to [fraternal@sofn.com](mailto:fraternal@sofn.com).

## **Reporting lodge activities through FraternalGives:**

Sons of Norway collects the number of events, hours and funds that lodges and districts devote to membership and community activities. This information is required by the American Fraternal Alliance (AFA). The AFA uses our data to lobby on the behalf of fraternal benefit societies. Now, lodge secretaries can submit information directly to the AFA through a new website: [www.fraternalgive.org](http://www.fraternalgive.org).

Further questions? Contact Sherry Gorse at 1-800-945-8851 x643 or [fraternal@sofn.com](mailto:fraternal@sofn.com)

## **Fraternal Gives Tutorial**

**<https://www.fraternalgive.org/Fraternal-Give/Reporting/Video-Tutorials.htm?docid=2522&>**

## **2019 District 5 and International Calendar and Deadlines**

(Updated 10/21/2018)

### **December 31, 2018**

- Lodge Officer Update/D63 information is due to Membership Services at Sons of Norway Headquarters.
- To be recognized for achieving a 10% growth for the 2018 recruitment challenge, membership applications should be received by December 15 so that they can be entered into the database before the end of the year.
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### **January 15, 2019**

Deadline for scholarship applications for educational opportunities that involve international travel are 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\*, and Oslo International Summer School Scholarship\*

### **February 1, 2019**

2018 officers will be listed in the online lodge directory.

### **February 15, 2019**

- D17 financial form is due from the lodges to Sons of Norway Headquarters.
- 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.

### **February 16, 2019**

Zone 3 Meeting hosted by Idun Lodge in Madison, WI

### **February 21, 2019**

Barnebirkie events and cookie tent in Hayward, WI

### **March 2019**

Fraternal Funds packet mailed

### **March 1, 2019**

Sons of Norway Foundation deadline for Scholarship applications for study in the United States are due to the Sons of Norway Foundation: Astrid G. Cates/Myrtle Beinhauer Scholarship\* and Orel and Marie Winjum Memorial Scholarship

### **March 15, 2019**

District Five Scholarships due

### **April 1, 2019**

Sons of Norway Foundation deadline for Nancy Lorraine Jensen Memorial Scholarship\*

### **May 15, 2019**

- 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

\*Social membership with Sons of Norway required.

\*\*Insurance membership with Sons of Norway required.

### **December 31, 2018 (new deadline)**

D-63 Report of Elections due. Send one copy to International Headquarters and one to District Secretary.

### **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.

<b>Time period</b>	<b>Zone with chest</b>
October 2017-April 2018	4
April 2018-October 2018	6
October 2018-April 2019	1
April 2019-October 2019	3

## **Zone Meeting Schedule 2019**

<b>Zone</b>	<b>Date</b>	<b>Hosted by</b>	<b>Location</b>
<b>1</b>			
<b>2</b>			
<b>3</b>	Sat. Feb 16	Idun Lodge	Trinity Lutheran Church, Madison
<b>4</b>			
<b>5</b>			
<b>6</b>			

### **Note:**

- Check correspondence from the International and District and the International ([www.sofn.com](http://www.sofn.com)) and District ([www.sonsofnorway5.com](http://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](mailto:arnesonfamily5@gmail.com) or 608-873-7209)