

FraternalGives Reporting – Due Quarterly to Darlene- 2021

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 guesstimate 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

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.

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.

There are really two kinds of activities or events.

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.

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.

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.

Planning meetings for a group event should be counted as separate events because they take place at separate places and times.

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.

Reporting Individual Service Activities: District volunteer hours for single person activities should be compiled on a monthly basis.

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>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. FraternalGive <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> <p>Zone Meeting: Because it is an event run on a district level, the event and volunteer hours</p>

<p>For District activities that an International Director attends, where is that International Directors activities recorded? On the District? On their local lodges?</p>	<p>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.</p> <p>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 FraternalGive.</p>
<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.</p>	<p>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.</p>
<p>How do other Districts have activities that qualify as Community Service?</p>	<p>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.</p>
<p>Related to questions we get from local lodges:</p>	
<p>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>	<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</p>

	<p>give the lodge a little publicity. Because this group would be organized and sponsored by the Sons of Norway lodge, the related volunteer time could be tracked as part of the American Fraternal Alliance program.</p>
<p>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.</p>	<p>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!</p>