

Friendly Fifth Friday News January 6, 2023

Send all web posting info and calendar dates/events directly to our webmaster at inputd5@sonsofnorway5.com. Feel free to share this with your lodge members!

New Deadline for Viking Photos!

Happy New Year to you all! It is nice that this New Year's Eve will be more tolerable weatherwise than Christmas Eve. Uff-da, it was cold! One person I know commented that he hadn't seen that much snow and wind and cold since he lived in North Dakota. As my husband's John Deere with the blade wouldn't start, we had to hire a guy to come clean out our driveway **TWICE** on Christmas Eve Day, and **again** on Christmas Day so we could get to church. Since then, the John Deere has recovered (it needs a new plug-in heater).

ANYWAY, I have a change in the **deadline** for photos to be submitted to me for the **Viking magazine** and the **Happenings** area on the www.sofn.com website. The photos are needed **earlier** than previously required. Also, even though the Viking is bi-monthly, photos can still be sent to me *each month*.

Photos should reach me **by the 5th of each month** so I can get them forwarded up to Minneapolis by their deadline. My e-mail is 2nor1rus@gmail.com. A reminder: The photo submission form must accompany each photo. I have included the form as an attachment to this message.

I hope your lodges have a productive and fun year in 2023. I am excited for the events and programs already scheduled for my lodge in Blair, Wisconsin, Fagernes 5-616.

This e-mail is being sent to your editors and publicity directors. I include you in this communication as an FYI so you are aware of the requirements. Again, my wishes for you and your lodges to have a: **Gott Nytt År!**

LaVonne Wier
D5 Publicity Director

Barnebirkie Update from Robert Fossum

Barnebirkie Kjeks

Remember that District 5 Sons of Norway lodges contribute cookies (knees) and volunteers during the Barne Birkie race on 23 Feb 2023 and during registration at the EXPO Center on 23 and 24 Feb. 2023. How cookies will get to Hayward for the 23rd Feb will be announced later. Happy New Year.

Volunteer cookie crew members must register in order to participate. The volunteer website can be found at <https://birkie.volunteerlocal.com/volunteer/?id=69124> and the password 23BarneFinish needs to be entered in order to see the BarneBirkie slots. Please, if you plan to be on the cookie crew, enter your info and complete the waiver at your earliest convenience. The Birkie office orders lunches based on volunteer sign-ups.

Robert Fossum, Sports Director- robertfossum@gmail.com

One more lutefisk dinner

Norway Lutheran Church (Wind Lake WI) is having a lutefisk and meatball dinner on February 11, 2023. Here's the URL:

<https://www.norwaylutheranchurch.org/lutefisk-2023>

That time of year... D17, D18, LA, FLOY, FraternalGives, 990...

It's that time of year when our attention turns to all the required reports due the next few months. I contacted the home office and most of the forms are now updated and ready for us to use. I find that going to the "lodge forms" tab in the Members Only section is my best go-to place to find them! I was told that they will be highlighting new forms, doing some videos, and the series of Leadership Videos will be coming soon! I'll do my best to also keep you updated on forms, changes and where to get help. But putting the required reports on your officer agenda will help keep your lodge on track to get them filed in time!

Darlene Arneson, District Secretary

https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/lodge_forms/

Lodge Forms

Looking for the forms you need to submit a financial statement, obtain a membership application, order program materials or learn about specific officer duties? All of the Sons of Norway forms and more are right here in one convenient place. Can't find something you need? Don't hesitate to ask for assistance.

Cultural Forms

- [Sons of Norway Genealogy Guide](#)
- [Cultural Skills Brochure](#)

Financial Forms

- [Local Lodge Financial Statement](#) – D-17 (PDF)
 - [Local Lodge Financial Statement \(D-17\) Instructions](#)
- [Building Association Financial Statement](#) – D-18 (PDF)
- [Lodge/District Fund Deposit Request](#) – Form 18
- [Lodge/District Fund Withdrawal Request](#) – Form 19
- [Change of Authorized Signers on Lodge Deposit Account](#)
- [Treasurer's Record of Bills](#) – Form 124
- [Lodge Liability Q&A](#)

Lodge Forms

- [Sons of Norway Charter and Bylaws](#) (December 2022)
- [Sons of Norway Policies and Procedures](#) (December 2022)
- [Conflict of Interest Policy Template](#) (Editable PDF)
- [Customizable PowerPoint Template](#)
- [District Pages Photo Guide](#)
- [Content & Photo Submission Form](#)
- [Event Reimbursement Form](#)
- Family Lodge of the Year
 - [Family Lodge of the Year](#) (Online)
 - [Family Lodge of the Year](#) (Standard PDF)
- [Innovative Leadership Conference Handout](#)
- [Letterhead Template](#)
- [Local Lodge Bylaws](#) – Form #125 (December 2022)
- [Lodge Achievement Form](#) (Online)
- Lodge Achievement Form (Standard PDF)
 - [AFA Year End Report Form](#)
 - [Canada](#)
 - [Norway](#)
 - [United States](#)
- [Meeting Guidelines](#) – Form D72
- [Meeting Poster](#) – template
- [Member Satisfaction Survey](#)
- [Membership Program Guide](#)
- [New Lodge Checklist](#) (Revised 2013)
- [New Lodge Survey](#) (Revised 2013)
- [Notice of Death](#) – Form 10A
- [Officer Update Form](#) – Form D63
- [Project Framtid/Adopt A School](#) (Revised 10/2010)
- [Property Update](#) – Form D64
- [Publicity Toolkit](#)
- Sons of Norway Local Lodge Event Tracking Forms
 - [FraternalGive Directions](#)
 - [Individual Activity Tracking Instructions](#)
 - [Individual Hour Tracking](#)
 - [Secretary Activity Tracking Instructions](#)
 - [Secretary Hour Tracking](#)
 - [FraternalGive Webinar](#) (Best viewed in Google Chrome)
- [Social Media Policy](#)
- [Tubfrim Information](#)
- [Youth Resources Brochure](#)

Certificates

- [Anniversary Certificate \(PDF\)](#)
- [Anniversary Certificate \(Word\)](#)
- [Golden Membership \(PDF\)](#)
- [Heritage Member Certificate- 5 Year \(PDF\)](#)
- [Heritage Member Certificate- 10 Year \(PDF\)](#)
- [Heritage Member Certificate- 15 Year \(PDF\)](#)

- [Velkommen til oss!](#)

Membership Forms

- [Affiliate Membership Application](#) – Form 3028
- [Heritage Membership Enrollment Form](#)
- Membership Enrollment Forms
 - [U.S. Member Enrollment Form](#)
 - [Canada and Norway Member Enrollment Form](#)
- [Transfer Request](#) – Form 3

Deadlines and Dates! **Changes in red!**

- **January 5-** Photo submissions for the Viking to LaVonne Wier at 2nor1rus@gmail.com
- January 15- Some SN Foundation Scholarships Due (see deadline list- <https://www.sofn.com/foundation/scholarships/>)
- **February 5-** Photo submissions for the Viking to LaVonne Wier at 2nor1rus@gmail.com
- February 11- Zone 3 meeting in Monroe
- March 1- Some SN Foundation Scholarships Due (see deadline list- <https://www.sofn.com/foundation/scholarships/>)
- **March 5-** Photo submissions for the Viking to LaVonne Wier at 2nor1rus@gmail.com
- March 15-
 - **D17 Financial Statements** are due to Sons of Norway Headquarters. Lodge Treasurers can file electronically from their profile page on sofn.com. An editable PDF is also available from the forms area of the website.
 - **Lodge of the Year (LOY), Family Lodge of the Year (FLOY), and AFA Year End Reporting** forms are due to Sons of Norway Headquarters. Lodge secretaries can file the LOY and FLOY electronically via the forms section of sofn.com, where they can also download PDF versions of the LOY, FLOY and AFA Year End Reporting Forms. Note: lodges using www.fraternalgive.org don't need to file an AFA Year End Reporting form.
 - **D64 Property Officer Forms** are due to Sons of Norway Headquarters from lodges with property/building associations. These forms can be downloaded from the forms section. Online entry is not yet available.
- **April 5-** Photo submissions for the Viking to LaVonne Wier at 2nor1rus@gmail.com
- April 14-16- Spring District 5 Board Meeting in southern Illinois
- **May 5-** Photo submissions for the Viking to LaVonne Wier at 2nor1rus@gmail.com
- May 15-
 - **D18 Lodge Property Association** forms are due to Sons of Norway Headquarters. They can be entered electronically via the lodge treasurer's profile page. A PDF can be downloaded from sofn.com.
 - **990** The 990 tax forms are due to the IRS by 5/15/2023. Lodges who fail to file a 990 three years in a row will lose their not-for-profit status and cease being a Sons of Norway lodge.

- **June 5-** Photo submissions for the Viking to LaVonne Wier at 2nor1rus@gmail.com
- **July 5-** Photo submissions for the Viking to LaVonne Wier at 2nor1rus@gmail.com

Viking Chest / Immigrant Trunk Schedule

Oct 2022 to Apr 2023:

Chest--zone 1
Trunk--zone 2

Apr 2023 to Oct 2023:

Chest--zone 4
Trunk--zone 3

Oct 2023 to Apr 2024:

Chest--zone 6
Trunk--zone 5

Apr 2024 to Oct 2024

Chest--zone 2
Trunk--zone 1

Oct 2024 to April 2025

Chest--zone 3
Trunk--zone 4

Note:

- Check correspondence from the International and District and the International (www.sofn.com) and District (www.sonsofnorway5.com) websites for any updates and changes.
- Additional deadlines for the District 5 and International Conventions/Lodge Meetings will be added as those dates are established. Watch for future mailings and the District 5 website.

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

FFFN Basics

In an attempt to help our lodge leaders become more familiar with resources, changes, deadlines and other information, I will compile a weekly "Friendly Fifth Friday News" email to our leadership. Some of the information you might already have, but hopefully it will be a good reminder for all of us (me included) of all the great resources that Sons of Norway has to offer. **Please feel free to cut and paste any of this information for your lodge's use!**

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

With our new arrangement, I actually send the FFFN pdf to our webmaster on Thursday morning before I go to work. So if you have anything you'd like me to consider putting in, please send it by 4 am on Thursday morning. Please do not send pdf's as I have a hard time cutting and pasting them. The Word Document works best for me. Don't forget that lodge events should be submitted to inputd5@sonsofnorway5.com as I have a hard time keeping track of all lodge activities. I'll put some in but that is more the role of the website event calendar.

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

Darlene Arneson – arnesonfamily5@gmail.com