

Friendly Fifth Friday News

March 24, 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!

You must log in to make these links work in this week's issue!!

Administrative Resources

Lodge forms, leadership roles and guidelines, as well as resources for your newsletter and website.

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

We'll help you succeed

Welcoming and training new officers? Need to submit membership forms? Want to apply for a scholarship or grant? Don't worry; we've collected all of your administrative forms right here, plus some extra resources to help develop your lodge communications. If you still need assistance, [just ask](#).

Lodge Forms

Downloadable and editable lodge forms for cultural programs, financials, administrative and membership information.

[View Lodge Forms](#)

Leadership Roles and Guidelines

Downloadable pdfs for the leadership roles and responsibilities within your Sons of Norway lodge.

[View Pdfs](#)

Communications Tool Kit

Enhance your lodge communications with these resources for newsletters, social media and working with your local media outlets..

[View Resources](#)

Tubfrim

Sons of Norway proudly supports Tubfrim and their work to support children in need.

[More about Tubfrim](#)

Training and Presentation Resources

Downloadable presentations for current and prospective members.

[View Training and Presentation Resources](#)

Resource Blog

The Resource Blog is your source for past program ideas, lodge success stories, and more!

[Resource Blog](#)

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.

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

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 (January 2023)
- [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 Officers 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

Communications Tool Kit

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

Communications Tool Kit

Here are resources to help lodges connect with members and the community, keeping them informed about news and events, while enhancing their relationship with Sons of Norway.



Newsletter Service

Need help with your lodge newsletter? Take a look through these archived newsletters and ready-to-use content.



Sons of Norway

Brand Guidelines

How lodges may begin to incorporate elements of Sons of Norway's updated brand.

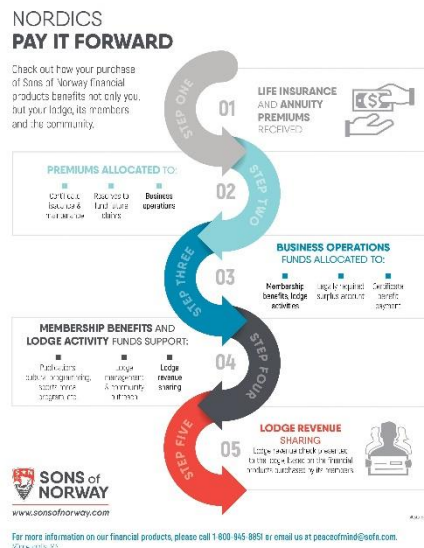
[View Guidelines](#)



Branded Materials for Download

Assets for download, including logo and letterhead.

[View Assets](#)



Nordics

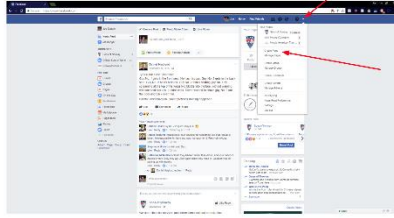
Pay It Forward

Infographic detailing how the purchase of financial products benefits lodges and the communities.

[Download](#)

Once You're Logged In

Step 2. Access the Create Page Button



Social Media Tips

Use these social media tools to help you put tactics in place to efficiently get your messages out to a wide audiences.

[View Tips](#)



Submitting Your Photos to the District Happenings Section

Viking's District Happenings section is the perfect place to showcase your lodge. Here are some helpful guidelines for the submission process to get you started.

Send your photographs to your lodge publicity director who will forward them to your district publicity director. If your lodge does not have a lodge publicity director, please send submissions directly to the district publicity director via mail or email. Contact information for the district publicity directors can be found on the corresponding district page of Viking Magazine.

Each month, the district publicity director selects four of the best photos and submits them to Sons of Norway Headquarters so that they may be edited and sent to the magazine publisher. Since Viking is assembled two months in advance, please email photo submissions and caption information to ensure more timely publication. Emailed photo submissions should be sent as attachments. Photos may also be submitted in hard copy via postal mail as long as they reflect the same quality as professionally processed photos. Downloadable photo submission forms can be found in the member resources section of the Sons of Norway website, or they may be requested from your District Publicity Director.

Photo Criteria

- Digital photos must have a resolution of 300 dpi (dots per inch) or greater with no visible pixelation or blur and be at least 3" x 3" in physical size. High resolution images will always be a larger file size, often several hundred kilobytes (KB) or from one to 10 megabytes (MB) and up.

- Printed photos must be a minimum of 3" x 5" in physical size and reflect the same quality as professionally processed photos. There can be no visible ink dots, stripes or patterns in the image from the printing process. Please do not write caption information on the back of the photograph as the pen pressure can damage the print. Photos should be crisp and clear; a blurry or grainy photo cannot be used. If you are unsure about the quality of your print, email the original digital file to your district publicity director, as it is possible the digital file can be used instead.

- The photo must contain Sons of Norway members and caption information must relate directly to the content of the photograph.

- Photos of inanimate objects (landscapes, food items, murals, etc.) will not be used.

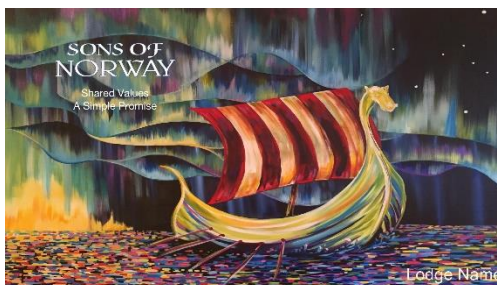
- Photos must be visually interesting, well lit, and of good composition. It is best to avoid photos containing distracting items in the foreground.

- Composite or digitally altered images will not be used.

District Happenings Photo Guide

Viking's District Happenings section is the perfect place to showcase your lodge. Here are some helpful guidelines for the submission process to get you started.

[Download](#)



Powerpoint Template

A customizable PowerPoint template that you may use to create your own lodge presentations.

Download

Media Training

Lodge leaders have asked for guidance on partnering with media to build awareness of their activities and how to work with reporters and media. In response to that request, Sons of Norway has assembled a series of guides to help leaders understand the role of reports, what is newsworthy, how to focus an interview, how to control an interview, general do's and don'ts and more.

- [Chapter 1](#) – Interviewing with Attitude & What is Newsworthy
- [Chapter 2](#) – Understanding the Role of Reporters & Focusing the Interview
- [Chapter 3](#) – How to Prepare & Avoid Weak Messaging
- [Chapter 4](#) – Conducting the Interview & Controlling the Interview
- [Chapter 5](#) – Tips, Dos and Don'ts & Media Relations Response Process

Leadership Resource Videos

https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/training_and_presentation_resources/leadership-resource-videos/



Membership Materials Update

There are two parts to this video. In the first part Amy talks about February Friluftsliv, and the second part includes an important message about membership materials.

[Watch video](#)



Navigating the Sons of Norway Website

Tips and tricks for navigating the Sons of Norway website from Angie Eckel, our Digital Strategist.

[Watch video](#)

Sons of Norway Update Fall 2022

Tune in for several newsworthy updates for Fall 2022 including an update on the Christmas ornament.

[Watch video](#)



Sons of Norway Foundation Update Fall 2022

Emily Stark gives an update on the Foundation.

[Watch video](#)

FAQs with Customer Service

A conversation with Amy Jones, one of our friendly customer service representatives. She answers some of the most-asked questions that come to our hard-working team.

[Watch video](#)



Lodge Record Retention Guidelines

The following Leadership Video intends to help you decide which documents to keep or toss, and how long each document should be kept.

[Watch video](#)

Sons of Norway Foundation Update Spring 2022

An update about grants awarded from our Sons of Norway Foundation. These grants are a direct result of the generosity of lodges and donors that support the Foundation's mission.

[Watch video](#)



Liability Insurance

In this video, Amy chats with Sons of Norway Chief Financial Officer Erica Oberg about Lodge Liability Insurance.

[Watch video](#)



A Conversation With Draxten Lodge President, Linnea Henning

In the video, Linnea shares about her experience in the leadership role.

[Watch video](#)



Amy (Olson) Tuchenhausen discusses the D17 financial statement in this 2 part video

An important message about the D17 financial statement, which is due March 15th. Note: there are two parts to this video. The first part includes general information regarding the D17, and the second part includes screenshots and descriptions on how to complete the form.

[Watch video](#)

Presentations

https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/training_and_presentation_resources/presentations/



Lodge Leadership Manual

This presentation is an overview of the history and mission of Sons of Norway and the role of lodge leadership.

[View presentation](#)



Governing Documents and Roles and Responsibilities

This presentation overviews the governing documents of Sons of Norway and the roles and responsibilities of the leadership of the organization.

[View presentation](#)



Local Lodge Leadership

This presentation overviews the meetings and requirements for the local lodges.

[View presentation](#)



Publicity

This presentation overviews all things marketing and publicity for local lodges.

[View presentation](#)



Sons of Norway Foundation

This presentation overviews the Sons of Norway Foundation.

[View presentation](#)



Financial Products

This presentation overviews the various financial products offered by Sons of Norway.

[View presentation](#)

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

- 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
- April 15- Sarah Paulsen Scholarships due to Scandiana Lodge for Masse Moro
- 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
- July 16-21- Masse Moro Camp

Who to contact at the home office when you need help

- You can email cbs@sofn.com for any member updates that need to be made.
- For anything fraternal- Connie O'Brien (COBrien@sofn.com) or Amy Tuchenhausen (ATuchenhausen@sofn.com). Sherry Gorse is no longer employed at Sons of Norway.
- For matter like submitting a death, a change to a members address or other info please email cbs@sofn.com
- For issues with passwords or website use ithelp@sofn.com.
- The 800 number to call in for member support is 800-945-8851
- If you need something related to sales, you can use sales@sofn.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)

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