

Sons of Norway District 5 - Friendly Fifth Friday News

March 28, 2025

A District Weekly Newsletter to Keep Us Up to Date!



Don't forget about these grants from the SN D5 Nordic Legacy Foundation!

SN District 5 Nordic Legacy Foundation Grants

In an effort to support lodges as they are printing more materials they download from the International website, the District is offering up to \$100/calendar year/lodge to help offset printing costs. This will enable lodges to print promotional, membership, and other materials needed for their meetings, events and membership work.

The District's NLF will continue to offer the shipping grants (up to \$30/year) to help offset the shipping costs when they order membership, sports and cultural pins from the supply store. The District is also continuing the Small Project Grants and Matching Grants to help lodges with cultural, membership, and other activities. All the details for these grants are included on the application forms.

https://sonsofnorway5.com/financial/district_5_sofn_nordic_legacy_foundation.php

D5 SofN Nordic Legacy Foundation

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The purpose of the Sons of Norway Fifth District Nordic Legacy Foundation (NLF) is to support youth, heritage, culture, and education through presentations, programs, and foundation grants. It is a 501(c)(3).

☰ [2025 D5 NLF Cultural and Sports Pin Grants pdf](#)

☰ [2025 - D5 Shipping Cultural and Sports Pin Grant Application pdf](#)

☰ [NLF Printing Grant Form pdf](#)

☰ [Donation Form Nordic Legacy Foundation PDF](#)

☰ [Brochure - Nordic Legacy Foundation - bw PDF](#)

☰ [Brochure - Nordic Legacy Foundation PDF](#)

Sons of Norway District 5 Nordic Legacy Foundation Pins/Medals, Cultural and Sports Grants 2025

Purpose:

To promote and celebrate the culture of Norway and Nordic countries, grants are offered to District 5 Lodges to:

- increase and maintain membership
- expand programs to include all age groups
- reach out to members who can no longer attend meetings
- encourage participation in the cultural arts and sports programs

Categories:

1. **Cultural, Membership and Sports Pins/Medals Shipping Grant** award limit \$30 per District 5 Lodge per calendar year.
2. **Small Project Grants** award limit up to \$200 per Grant (up to 5 awarded semi-annually)
3. **Matching Funds Grant** award limit up to \$500 (up to 3 awarded semi-annually)

Guidelines:

- Grants are offered **only to Sons of Norway District 5 Lodges semi-annually.**
- Lodges may apply for a Shipping Grant and either the Small Project or Matching Fund Grant in the same year.
- Awards are dependent on available funds.
- Grants are judged by members of the District 5 Board; including members of the Cultural & Sports Committees.
- Checks will be payable to the lodge making the application.
- **Applications and required paperwork must be submitted to the District 5 Cultural Director.**

Application Deadlines and Awarding of Grants:

- Cycle 1 application deadline **December 31** ; Grants awarded by mid-January
- Cycle 2 application deadline **June 30**; Grants awarded by mid-July
- Grants should be used in the calendar year they are issued.

Cultural, Membership and Sports Pins Shipping Grant Description

- Grant is awarded to District 5 Lodges to help with the shipping cost of cultural, membership and/or sports pins/medals
- Up to \$30 per year per lodge can be awarded for the Shipping Grant.
- A copy of the shipping receipt (shipping cost circled) must be submitted with the application.
- Lodges may receive a Shipping Grant and apply for one of the other grants within the same year.

Small Projects Grant Description

- Up to \$200 each may be awarded to assist with Cultural, Membership or Sports projects.
- Lodges must submit a budget and detailed description of the project.
- Projects must take place during the time period described in the application.
- A follow-up report is due upon completion of the project, within a month of completion:
 - a. describe the outcome of the project,
 - b. include pictures and include receipts

Matching Funds Grant Description

- Up to \$500 in matching funds may be granted for assistance with large Cultural, Membership, or Sports projects.
- Lodges must submit a budget and detailed description of the project.
- Projects must take place during the time period described in the application.
- A follow-up report is due upon completion of the project, within a month of completion:
 - a. describe the outcome of the project,
 - b. include pictures and include receipts showing how funds were matched

Grants will be judged by members of the Sons of Norway District 5 Board or their committees.

Approved: November 9, 2024

**Sons of Norway District 5 Cultural and Sports Grants
Application Form - Small Projects & Matching Funds**

Lodge Name and Number: _____

Contact Person: _____

Email: _____ Phone: _____

Contact Address: _____

Grant Request: Small Projects Grant _____ Matching Funds Grant _____

Title of Project: _____ Dates of Project: _____

Matching Funds Grant only:

Name of Matching Fund Source: _____

Contact: _____ Email: _____ Phone: _____

Description and Budget:

- Attach a detailed description of the project written in less than 500 words.
- Include the budget for the project
- Explain how this grant will help promote Nordic culture, especially Norwegian culture.

Report: Upon completion of your project, you must send a report describing the outcome of the project. Include pictures which may be posted and receipts to show how the grant was spent and/or matched. If there are youth in pictures, please make sure a photo release has been signed. Captions for the photos will be appreciated.

Submit applications and reports to:
Lucy Ghastin, Sons of Norway District 5 Cultural Director
7130 Century Avenue, Middleton, WI 53562



**PINS AND MEDALS SHIPPING GRANT
FOR ALL DISTRICT 5 LODGES**

On October 9, 2021, the District 5 Board of Directors approved a shipping grant for any lodges that had ordered membership pins for their members. This grant will continue to be in effect for successive years until revoked. The board has added cultural and sports medals as well.

A total of \$30 will be reimbursed per lodge each calendar year. The number of requests is limited to two and the total reimbursement may not exceed \$30 in one calendar year.

Please fill out the form below and submit it via standard U.S. Mail or by Email.
Attach the receipt for the pin order, which shows the shipping fee circled.

Send this form and receipt to Lucy Ghastin, 7130 Century Avenue, Middleton, WI 53562.

Name of Lodge: _____

Lodge Number 5-_____

Name of the lodge officer requesting reimbursement.

Please indicate the position held in your lodge.

Provide the name and address of the Lodge Treasurer who will receive the reimbursement check.

Name of the Lodge Treasurer _____

Street Address _____

City, State, Zip _____

Type of pins/medals you purchased: _____ Membership _____ Sports _____ Cultural

The District 5 Board thanks you for acknowledging your members in this way. The success of a lodge is directly proportionate to the longevity of its members and their willingness to serve the greater good.

Thank you,

Lucy Ghastin
District 5 Cultural Director

DON'T FORGET TO ATTACH YOUR RECEIPTS!

Approved: November 9, 2024



**Sons of Norway District 5 Nordic Legacy Foundation
Printing Grant**

With the changes of SN International not providing many of the printed materials they have in the past, the District 5 Board and the SN D5 NLF would like to help lodges with their printing needs. This grant will continue to be in effect for successive years until revoked. Lodges can use this to print brochures, membership forms, insurance product promotional materials, and other items related to the mission of Sons of Norway and the operations of the local lodge. The funds should not be used to print fundraising items (i.e. Christmas cards).

A total of \$100 will be reimbursed per lodge each calendar year. We prefer that the number of requests be limited to two requests but the sum of the two requests cannot exceed \$100 in reimbursement.

Please fill out the form below and submit it via standard U.S. Mail or by Email.
Attach the receipt for your printing expenses with this form.
Send this form and receipt to Darlene Arneson, 2056 Skaalen Road, Stoughton, WI 53589

Name of Lodge: _____

Lodge Number 5-_____

Name of the lodge officer requesting reimbursement.

Please indicate the position held in your lodge.

Provide the name and address of the Lodge Treasurer who will receive the reimbursement check.

Name of the Lodge Treasurer _____

Street Address _____

City, State, Zip _____

Please explain how you are using the printing funds:

The District 5 Board thanks you for acknowledging your members in this way.

Thank you,

Darlene Arneson, District 5 Secretary

Approved: November 9, 2024



2025 Compliance Requirements

ITEM	DUE	NOTES
D-17 (All Lodges)	March 15*	<ul style="list-style-type: none"> This is the year-end lodge financial report for all lodges Filled out by Lodge Treasurer, signed by Lodge President and Chief Auditor (all three must sign) Completed online from profile page How to do the form: D17 Instructions
Lodge Achievement Survey**** (All Lodges)	March 15	<ul style="list-style-type: none"> Separate survey for each country Helps qualify Lodge Achievement Award winners Available on the website via SurveyMonkey in January
Family Lodge of the Year Survey**** (All Lodges)	March 15	<ul style="list-style-type: none"> Separate survey for each country Helps qualify Lodge Achievement Award winners Available on the website via SurveyMonkey in January
AFA Reporting**** (All Lodges)	March 15	<ul style="list-style-type: none"> Data Sons of Norway is required to report to the American Fraternal Alliance annually Available on the website via SurveyMonkey in January
D-64 (Lodges w/ Property)	March 15	<ul style="list-style-type: none"> Updates lodge property officer information Updated through officer profile page
D-18 (Lodges w/ Property)	May 15*	<ul style="list-style-type: none"> Year-end financial report for Lodge Property Association Access from the Lodge Treasurer's profile page
990 Form (US Lodges only)	May 15**	<ul style="list-style-type: none"> Most lodges can complete the 990N postcard online on the IRS website. Lodges with an average income of \$50K or more will need to complete the 990E or 990 form. Send copy to taxinfo@sofn.com Refer to IRS website for assistance
Lodge Liability Insurance (US and Canada Lodges)	November 15*	<ul style="list-style-type: none"> Invoices uploaded to officer profiles in Sept/Oct Make check payable to Sons of Norway Late checks will incur a fee, and dues withheld
D-63 (All Lodges)	December 31	<ul style="list-style-type: none"> To update lodge officers for coming year Updated through officer profile Still go in and elect that there are no changes for upcoming year if officers are continuing in role Finalized in system by January 15
Record Retention	On-going	<ul style="list-style-type: none"> Lodge Record Retention Guidelines

*Failure to submit these on time will result in dues beings withheld.

**Failure to file the 990 for three consecutive years will result in loss of non-profit status.

***Contact fraternal@sofn.com with questions or for assistance.

****Additional information about surveys found on the *Lodge Forms* section of the website.

Time to focus on 990 and D18 (building corp audit) due May 15!

D-18 and 990

Lodges with property must complete a D-18 by **May 15**.
All US lodges must complete a 990 form by **May 15**.

2025 Calendar

April 20- Viking Photos due to LaVonne Wier

April 25-26- District 5 Board Meeting in Chicago

May 15

- D18 property association financial form is due from the lodges 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.

May 17- Masse Moro Lodge Supporting Grants Due

May 17- Masse Moro Registrations Due

May 20- Viking Photos due to LaVonne Wier

June 20- Viking Photos due to LaVonne Wier

June 30- SN District 5 NLF Project Grants Cycle 2 application deadline **June 30**; Grants awarded by mid-July

July 13-26- Masse Moro- Youth Heritage Camp in Fall Creek, WI

July 20- Viking Photos due to LaVonne Wier

August 20- Viking Photos due to LaVonne Wier

September 20- Viking Photos due to LaVonne Wier

October 3-5- Adult Camp Heritage Weekend in Norway, IL

October 20- Viking Photos due to LaVonne Wier

November 20- Viking Photos due to LaVonne Wier

December 20- Viking Photos due to LaVonne Wier

December 31- SN District 5 NLF Project Grants Cycle 1 application deadline **December 31** ; Grants awarded by mid-January

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.
- **Foundation, Scholarships & Grants- Amy Tuchenhagen**
foundation@sofn.com, atuchenhagen@sofn.com, (612) 821-4655
- **Fraternal & Membership- Connie O'Brien and Kirsten Lehman**
fraternal@sofn.com, (612) 821-4643
- **Culture, *Viking* & Language: Jana Velo**
jvelo@sofn.com
- **Insurance Sales: Lori Gubash**
sonsofnorwaysales@sofn.com, (833) 707-0012 – option 2
- 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

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 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@sonsofnorway.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.