

Friendly Fifth Friday News May 1, 2019

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

A few requests and offers....

From Circle City Lodge:

I have a special request. Circle City has the opportunity to be in the Indianapolis 500 parade. Problem is only one member in the club has a summer bunad. Dagrund has walked in the past and wore her winter bunad she said it was 90 degrees and unbearable. Do you know of any members that have summer bunads that would be willing to loan them out. It would be great publicity for Sons of Norway as it is a televised parade. Let me know the parade is May 25th

Takk (we have 3 more members that are willing to be in the parade) or if you have any other ideas.

Nancy Andersen
nanders9349@aol.com

From Norsemen of the Lakes:

We want to sell our 3 flags and stands. Do you know any group who would like to buy them? I have plenty more pix and would consider delivering them.

Corlene Bartels, Norsemen of the Lakes
corlene121@gmail.com 262-949-9191



Update on FraternalGives and Volunteer Reporting

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. This tracking is traditionally done by the lodge secretary.

One way to track your lodge's events and volunteer hours is by using the website www.fraternalgive.org.

Sherry had attached to her email is a PDF of the instructions on how to use the website. **Let Darlene know if you need a copy of it or check with your lodge president or secretary.**

Please email me back with any questions or to report any problems! We have had a few bugs on the site lately, and I am working with their help desk to fix them. I will get back to you on Monday or Tuesday of next week.

NOTE: this PDF gives my extension as 643. That was my old extension. You can now reach me at:

1-800-945-8851 x 4643 or by my direct line: 612 821 4643.

The PDFs of paper forms that you can use as an alternative to www.fraternalgive.org, will be attached to a future email and can also be downloaded from the www.sofn.com website.

Some lodges have developed their own tracking method. If you've found an alternative way of counting lodge activities and hours that works, please feel free to use that method.

Let me know if you need me to mail a paper copy.

Sherry Gorse
Membership Services
Toll-free 800.945.8851, x4643 | Direct 612.821.4643| Fax 612.827.0658

FraternalGives Reporting – What Darlene gave to the District Board

Here are the screen shots of what we have to fill out

District Five Documents | Sons of x FraternalGives: Edit Activity x +

fraternalgives.org/FraternalGives/Activity-Listing/Edit-Activity.htm

Home | Requ

FraternalGIVE

Home Reporting Links Help and FAQs Manage Activities Manage Users

Home > Manage Activities > Edit Activity

Edit Activity

Activity Info **Activity Name:**

*Required

Activity Description:

*Required

City:

*Required

State/Province:

*Required

In Canada:

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 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

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	

FraternalGives questions answered by Sherry Gorse on how to track your hours!

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 information equal the number of volunteers.

	<p>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 would be counted by the district secretary rather than individual lodges.</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>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 give the lodge a little publicity. Because this group would be organized and sponsored by the</p>

	Sons of Norway lodge, the related volunteer time could be tracked as part of the American Fraternal Alliance program.
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.	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!

2019 District 5 and International Calendar and Deadlines

(Updated 5/1/2019- changes in red)

April 27, 2019

Zone 2 meeting- Woodland Church; 190 Hoover Ave., Plover WI.

May 10, 2019

Photos for the Viking are due to District Publicity Director Karen Eberhardt- eber01dj@gmail.com

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.

June 2, 2019

Zone 3 Picnic and Fisheree at Wille Farm in Edgerton

June 8, 2019

Zone 5 Leadership Conference, 9 am - 2 pm, All Saints Lutheran Church, 630 S. Quentin Road Palatine, IL. Hosted by Skjold Lodge 5-100

June 10, 2019

Photos for the Viking are due to District Publicity Director Karen Eberhardt- eber01dj@gmail.com

June 15, 2019

Zone 4 Meeting-Picnic at Heg Memorial Park (6300 Heg Park Rd., Wind Lake, WI) with a tour of Old Muskego settlement museum.

July 10, 2019

Photos for the Viking are due to District Publicity Director Karen Eberhardt- eber01dj@gmail.com

July 28, 2019

Sons of Norway Norse Valley Lodge 5- 491 50 year Anniversary Celebration! Liberty Hall 800 Eisenhower Dr., Kimberly, WI

August 10, 2019

Photos for the Viking are due to District Publicity Director Karen Eberhardt- eber01dj@gmail.com

September 10, 2019

Photos for the Viking are due to District Publicity Director Karen Eberhardt- eber01dj@gmail.com

October 10, 2019

Photos for the Viking are due to District Publicity Director Karen Eberhardt- eber01dj@gmail.com

November 10, 2019

Photos for the Viking are due to District Publicity Director Karen Eberhardt- eber01dj@gmail.com

December 10, 2019

Photos for the Viking are due to District Publicity Director Karen Eberhardt- eber01dj@gmail.com

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.

Time period	Zone with chest
October 2017-April 2018	4
April 2018-October 2018	6
October 2018-April 2019	1
April 2019-October 2019	3

Zone Meeting Schedule 2019

Zone	Date	Hosted by	Location
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1	Thursday, Feb 21	Zone 1 Directors	Veterans Community Center, Hayward during the volunteer reception after Barnebirkie
2	April 27, 2019	Tom Boudreau and Karen Broadhead	Woodland Church ; 190 Hoover Ave., Plover WI.
3	Sat. Feb 16	Idun Lodge	Trinity Lutheran Church, Madison
3	Sunday, June 2	Cheryl Schlessler	Picnic and Fisheree - Edgerton
4	June 15	Mike Palecek	Heg Park, Wind Lake
5	Saturday June 8, 2019 9 am - 2 pm	Skjold Lodge 5-100	All Saints Lutheran Church 630 S. Quentin Road Palatine, IL
6			

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.
- 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 or 608-873-7209)