

# Sons of Norway District 5 - Friendly Fifth Friday News

## November 7, 2025 -

*A District Weekly Newsletter to Keep Us Up to Date!*

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### Some interesting slides from the Loca Lodge Training module

[https://www.sofn.com/member\\_resources/lodge\\_leadership\\_resources/administrative\\_resources/leader-training-series/](https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/leader-training-series/)

## Local Lodge Training

- District Structure
- Lodge Meetings
- Reporting Requirements
- Policies
- Programs, Skills & Engagement

[Click here for Google Slides](#)



**SONS of  
NORWAY**

## Lodge Details

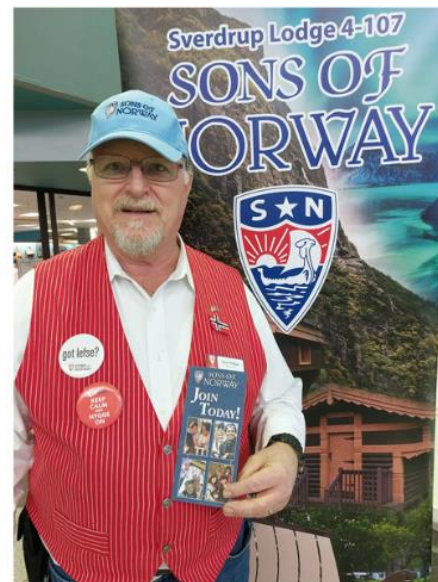
### Local Lodge Details

- Local lodges operate under their unique by-laws and mission statement – but must adhere to the Sons of Norway Charter, By-laws, Policies and Procedures (CBPP) as well as any District by-laws to fit within the Sons of Norway structure.
- Lodges are fiscally independent with reporting due to HQ.
- Lodges each manage their own events calendar.
- Lodges manage welcoming new members and recognizing member milestones and achievements.



## How to Conduct a Meeting

- Lodge president presides at all lodge meetings
- Robert's Rules of Orders shall be the recognized parliamentary authority at lodge meetings
- Minutes should be kept of all business meetings and made available to members
- Social meetings do not need to follow formal procedures



## Important Reminder

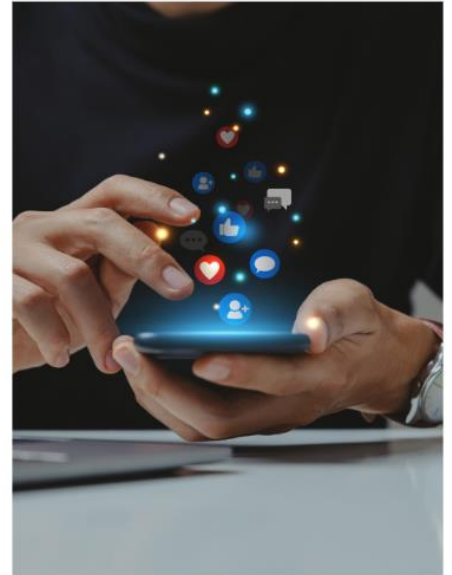
- The policy explains what information is collected, how it is used and how it is protected
- Membership lists and reports are strictly confidential
- Never share personal, medical or financial information for any purpose other than approved Sons of Norway business
- Use great care to prevent unauthorized use of information
- [Privacy Policy | Sons of Norway](#)





## Social Media Policy Highlights

- Policy can be found on the website: [Link to the Social Media policy](#)
- Follow Sons of Norway policies, be professional and honest
- Neither members nor officers are authorized to speak on behalf of the organization, that is managed at Headquarters
- Respect copyright laws
- Remember, the internet does not forget



## Lodge Formation

- New lodges require a minimum of 25 members to form
- New Lodge Organization Guides are available from Membership Services and include paperwork required to the District President
- Organizational members host a series of informational meetings, culminating with the Institutional Meeting, a celebration of a new Sons of Norway lodge
- Lodge charter remains open 60 or 90 days after the Institution
- [New-Lodge-Checklist-.pdf \(sofn.com\)](#)



## Two Types of Mergers

- Formal mergers occur when the government of two lodges join together to create a completely new lodge. This lodge can retain the name of one lodge and member number of the other or a new lodge name can be created.
- Informal mergers occur when a lodge disbands, and all the members transfer together into another local lodge. The disbanding lodge's name and number is then retired.
- Fraternal can offer advice with this process



## Lodge Dissolution

- Lodges considering disbanding should contact Headquarters for procedures.
- To disband, a lodge must hold a series of two meetings, as they would for bylaws change.
- If a lodge votes to disband, the following items are to be returned to Fraternal: D17 Financial Statement up to the date of the vote, Official Notification of Lodge Disbandment, Disbursement of Funds and the original lodge charter (if available).





## Keep or Toss?

- Record retention is important to lodge and membership business, so organize early and have a system
- Store documents responsibly, especially if it has private information
- Items to keep in perpetuity include:
  - Lodge charter
  - Lodge bylaws
  - Lodge or District building association's records
- Find the [Leadership Video](#) on this topic on the website



## Resources Available

- Best resource: [www.sofn.com](http://www.sofn.com)
  - Charter & By-Laws/ Policies & Procedures
- Utilize your District website
- District and Zone leaders are also a good resource
- Fraternal at HQ can answer questions at [fraternal@sofn.com](mailto:fraternal@sofn.com) or 1-800-945-8851 and select #6 for Officer Support



## Lodge Achievement Form

- The Lodge Achievement Form highlights how a lodge is succeeding in the areas of:
  - Promotion and Recruitment
  - Member Experience
  - Administration
  - Financial
  - Foundation
- It awards a score (out of 100) that districts use to determine Lodge of the Year awards during conventions.
- Submitted through Survey Monkey on the website by the secretary usually.



## Family Lodge of the Year

- The Family Lodge of the Year program honors outstanding lodges that provide opportunities for family participation
- Awards are determined by points tallied from online submission form, due by March 15
- Typically submitted by lodge secretary





## AFA Year End Reporting

- AFA stands for American Fraternal Alliance
- This required reporting helps us report community service and fraternal activities that advance the mission of Sons of Norway
- Track community and fraternal events
- Track the hours spent working on events and lodge activity
- Completed with Survey Monkey through the website



## AFA Year End Reporting

Tracking Volunteer Hours:

While the AFA only requires that we report the information for US lodges, we strongly encourage our Canadian and Norwegian lodges to track their hours and events.

### **WHY?**

- Lodge Achievement Form
- Marketing, Advertising, & Recruitment
- Donor Appeal
- Grant Opportunities



## D-17

- The annual requirement gives a picture of the financial position of each lodge
- The D-17 is a required report by March 15. Lodge Treasurers can file electronically from their profile page. Three signatures are required.
- This [Leadership Video](#) may be helpful, or your District Treasurer, or email [fraternal@sofn.com](mailto:fraternal@sofn.com)



# Reporting Requirement

## Form 990

- It is an IRS requirement for each lodge to file Form 990
- Due date is May 15
- Failure to do so for three years will end the lodge's tax-exempt status.
- Extensions are an option with Form 8868
- Use the IRS website at [IRS.gov](https://www.irs.gov)





## Form 990-N

- For organizations with annual gross receipts of \$50,000 or less, use the Form 990-N (the e-Postcard) by May 15
- Help resources:
  - [login.gov](https://www.login.gov)
  - <https://www.irs.gov/pub/irs-pdf/p5248.pdf>
  - 877-829-5500



## D-63 and D-64 Officer Updates

- The D-63 annual requirement is how lodges electronically report the new slate of lodge officers to HQ and is due by December 31.
- The D-64 is similar except it's for lodges that own property, like a lounge or camp, to update their officers to HQ. It is due March 15 and is also filed electronically.
- These are important to keep accurate and updated so that the correct leaders are getting the information they need.



Where can you order pins and other items? From the supply store on your membership profile!

Officer:

  
Lodge Forms

  
Governance

  
D17

Order here!

  
Lodge Store

  
Lodge Officer Updates

  
Membership Lists

  
Access Lodge Activity Reports

  
My Lodge Documents

  
Member Cards

 **SONS of NORWAY**

info@phusionprint.com (612) 386-2619

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 0 items - Cart

Sons of Norway Lodge

20 item(s) are found

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Quantity  Apply

Price From  To  Apply

Category

LAPEL PINS (13)

AWARD RIBBONS (2)

JEWELRY (2)

BIBS (1)

BOOKS (1)

+ See More

Color

1

Items per Page: 20

Sort By: Best Matched



**Sports Medals - Sports Hero - idrettshelt**  
The idrettshelt (ee-drett-helt) is the Sports Medal program's "sports hero" pin. It rewards members for completing the fifth achievement level (after SOFN-idrettshe)  
**SOFN-idrettshe**  
\$3.00 and up  
Favorite



**Sports Medals - Walking - gangmerke**  
The gangmerke (gahng-mehk-eh) is the Sports Medal program's walking pin. Traditional Clutch Pin Back. Available in Bronze, Silver, Gold or SOFN-gangmerke  
**SOFN-gangmerke**  
\$3.00 and up  
Favorite



**Sports Medals - Bicycling - sykkelmerke**  
The sykkelmerke (sick-el-mehk-eh) is the Sports Medal program's bicycling pin. Traditional Clutch Pin Back. Available in Bronze, Silver, Gold or SOFN-sykkel  
**SOFN-sykkel**  
\$3.00 and up  
Favorite



**Sports Medals - Swimming - svømmemerke**  
The svømmemerke (she-mehk-eh) is the Sports Medal program's cross-country swimming pin. Traditional Clutch Pin Back. Available in Bronze, Silver, Gold or SOFN-svømm  
**SOFN-svømm**  
\$3.00 and up  
Favorite



**Sports Medals - Skiing - skimerke**  
The skimerke (she-mehk-eh) is the Sports Medal program's cross-country skiing pin. Traditional Clutch Pin Back. Available in Bronze, Silver, Gold or SOFN-skimerke  
**SOFN-skimerke**  
\$3.00 and up  
Favorite



**SOFN - Golden Member Lapel Pin**  
Golden Member Lapel Pin. Traditional Military Clutch Backing  
**SOFN-GOLDEN**  
\$3.00 and up  
Favorite

-10-



## And if you order pins, don't forget our shipping grant!



### **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

## **2025 Calendar**

**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

**December 31-** District 5 Throwing Challenge ends

**May 1, 2025 – May 1, 2026-** Cultural Challenge

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### **Who to contact at the home office when you need help**

- You can email [cbs@sofn.com](mailto:cbs@sofn.com) for any member updates that need to be made.
- **Foundation, Scholarships & Grants-** Amy Tuchenhausen  
[foundation@sofn.com](mailto:foundation@sofn.com), [atuchenhausen@sofn.com](mailto:atuchenhausen@sofn.com), (612) 821-4655
- **Fraternal & Membership-** Connie O'Brien and Kirsten Lehman  
[fraternal@sofn.com](mailto:fraternal@sofn.com), (612) 821-4643
- **Culture, Viking & Language:** Jana Velo  
[jvelo@sofn.com](mailto:jvelo@sofn.com)
- **Insurance Sales:**  
[SonsofNorwaySales@sofn.com](mailto: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](mailto:cbs@sofn.com)
- For issues with passwords or website use [ithelp@sofn.com](mailto: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](http://www.sofn.com)) and District ([www.sonsofnorway5.com](http://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](mailto:arnesonfamily5@gmail.com) or 608-873-7209)

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### **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](mailto: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](mailto: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.