

Sons of Norway District 5 - Friendly Fifth Friday News

October 31, 2025 -

A District Weekly Newsletter to Keep Us Up to Date!

It's Foundation Month!



Together We Are The Future

It's time once again to express gratitude for the support from our members, lodges, districts and friends for the *Together We Are the Future* campaign. Your support has helped the Foundation provide 38 scholarships for over \$150,000 & 70 grants for \$120,720 so far in 2025.

*Tusen
takkt!*

Today we're asking you to consider making a gift to help the campaign once again.

Remember, the Sons of Norway Foundation is a 501(c)(3) charitable organization so your gift is tax deductible.

Here are some different ways to participate in the campaign this year:

- Make a credit card gift at <https://www.sofn.com/donate/>
- Use the envelope from the Sept/Oct issue of Viking magazine to mail in a check
- Try out our new QR code to make a gift with a debit or credit card (see above)
- Consider a gift of stock (to possibly avoid capital gains) by calling Amy 612-821-4655
- Sons of Norway Foundation can accept a distribution from your IRA, Donor Advised Fund (DAF) or Mutual Fund donations
- Do you qualify for a matching gift from your workplace? It's worth an ask!
- 'Tis the season to gift in **honor of** a loved one – birthdays, anniversary, etc.



Your participation really does make a difference in our mission to celebrate Nordic heritage and culture through grants and scholarships. Please consider a meaningful gift to help advance our mission... together.

P.S. Remembering Sons of Norway Foundation in your estate plan is a great way to create a lasting legacy to a community that's meant so much to you. Learn more by emailing foundation@sofn.com, calling Amy at 612-821-4655 or visiting our website <https://www.sofn.com/give2025/>.



Barbara Wilson, previous president of Whidbey Island Nordic Lodge 2-164, presents a \$500 grant to Paige Mueller, administrator of the school garden program of Coupeville, WA schools. The eager gardening students enjoy eating their crops right from the garden and the program gives kids lessons about the way food is grown and utilized.



Rachel Davis is a past King Olav V Heritage Scholarship winner, pursuing a Masters in International Community Health at the University of Oslo. Rachel takes full advantage of her time in Norway exploring the people, sights and foods.



The Stoughton Norwegian Dancers went on tour in Norway thanks in part to a Sons of Norway Foundation grant. Their 12 day tour visited nine towns completing ten performances and four dance workshops. "Trip of a lifetime!"

October 2025

New Grant Deadline- December 15!

The Power of Grants

Our Sons of Norway community benefits from the access to grants offered by the Sons of Norway Foundation. These grants are an opportunity for lodges, members, districts and even others with Nordic interests to strengthen their communities in many ways.

Why apply?

- Support your lodge's mission with meaningful programming
- Celebrate Nordic culture and heritage
- Make a lasting impact in your local community

In 2025, the Sons of Norway Foundation awarded over 80 grants worth \$110,400. This translates to camperships for our youngest members, *Crossings200* events on both sides of the ocean, maintenance for lodge buildings, cultural events and so much more.

The grant application season is from October 1 – December 15, 2025 (please note new deadline this year). Grants are awarded in late spring after review by a panel of Sons of Norway members. You're invited to learn more about our grants programs on the website, through the Foundation's Board of Governors, the District Foundation Directors, or the Foundation office. The application requires several components, so don't delay! Please see the Q&A section below for frequently asked questions.

Applications for our Helping Hands to Member grants are open year-round.

Please note, grant applications are due on December 15, 2025, a slightly earlier deadline than previous years.

Q&A Section

How do I apply for a Sons of Norway grant?

Look for the "Click here to apply for Grants" button at the top of this page.

Can I submit a hard copy application?

The application process is 100% online from the Foundation's Grants page. Once you click the apply button, you'll land on the host page where you can either sign in as an existing user or create a new user account. There are tutorials posted on that page if you need instructions.

Who should submit the grant application?

Usually it is the project manager, a lodge leader or in the case of the Community Partnership grant, a representative of the organization requesting the funds.

What do I need to have ready to complete the application?

Please have a budget prepared for the budget section. Also, have handy the email address for any letter of recommendation writers.

What are some good grant ideas?

Great question! In cooperation with your lodge's leaders, you may want to review the list of grants awarded last year for some ideas to get you started brainstorming.

When are results announced?

Notices go out to the email listed on the application. Decisions are made in the Spring and checks are mailed late Spring (approximately late May).

How are funds delivered if our application is awarded?

Grants in the US are issued as a check. Grants outside of the US are issued as wire transfers. Typically, lodge treasurers receive the funds, if that applies to your application.

Tips:

- Be sure to save your username and password, as you'll use it throughout the process.
- You may want to have the following items in hand before you begin your application: project budget and contact information for your Letter(s) of Recommendation letter writer(s). The application will save should you need to come back to complete your work at a later time.
- Assuming you have the above items, it may take you about an hour to fill out the application.

Please contact foundation@sofn.com with any questions or for more information.



1455 West Lake Street
Minneapolis, MN 55408
Toll-free: 800-945-8851
Fax: 612-827-0658
www.sonsofnorway.com

Grants

In keeping with our values of commitment to life-long learning and service, and funding innovative individuals and opportunities. The Sons of Norway Foundation award grants to fund innovative individuals and opportunities in keeping with our values of commitment to lifelong learning and service.
Please go to www.sonsofnorway.com/grants for full guidelines. Applications open October 1 annually

Name of Grant	Purpose	Deadline	Project Timeline	Payment timeline	Lodge Requirement	Membership Requirement	Maximum Award	Other Requirements
Community Partnership	Projects that promote and preserve culture and heritage of Norway	Dec. 15	January 2026 - March 2027	Late Spring 2026	Applicant does not need to be part of a lodge	Applicant does not need to be part of a lodge	Up to \$5,000	Two letters of support and follow-up report required
Helping Hands to Children	Supports lodge member activities in local schools or venues	Dec. 15	January 2026 - March 2027	Late Spring 2026	Must be on behalf of a SON lodge	Applicant must be a current SON member in good standing	Up to \$1,500	One letter of support and follow-up report required
Lodge Culture & Heritage	Projects that promote and preserve culture and heritage of Norway	Dec. 15	January 2026 - March 2027	Late Spring 2026	Must be on behalf of a SON lodge	Applicant must be a current SON member in good standing	Up to \$1,500	Two letters of support and follow-up report required
Lodge Vitality	Give lodges a boost in their operating budget for membership, programming, maintenance, etc.	Dec. 15	January 2026 - March 2027	Late Spring 2026	Must be on behalf of a SON lodge	Applicant must be a current SON member in good standing	Up to \$1,500	Two letters of support and follow-up report required

Humanitarian Grants

Helping Hands to Members - Medical	Assist members experiencing severe financial hardship due to illness or injury	Ongoing	Must apply within 24 months of illness/event	Varies	See membership requirement	Must be a current member for 1 year or more	Up to \$5,000	Follow-up report required
Helping Hands to Members - Disaster	Assist members whose home was significantly damaged and unlivable following a disaster	Ongoing	Must apply within 24 months of damage occurring	Varies	See membership requirement	Must be a current member for 1 year or more	Up to \$5,000	Follow-up report required

Updated September 2025

Lodge Election Call Recap- 21 on the call last week!

Lodge Officer Election Roundtable Handout Sunday, October 26, 2025

Review what's in our CCPP on officer elections and minimum officers needed

Charter and Bylaws:

Local lodge

14.5 Officers and directors

14.5.1 Board of directors

The elected officers of a local lodge shall be president, vice president, secretary, treasurer, and/or such additional officers as the local lodge may deem necessary. Additional officers shall either be elected or appointed as specified in the bylaws of the local lodge. The offices of president, secretary, financial secretary or membership secretary, treasurer and trustees shall be held by separate individuals.

14.5.2 It is strongly recommended that these officers have an e-mail, Sons of Norway website access, and be able to submit required documents electronically as requested by the IBOD and the district BODs.

14.5.3 Responsibilities

The local lodge BOD shall be responsible to the lodge for all its actions and shall make a complete report to the lodge at regular lodge meetings. The local lodge BOD may consider and act upon such matters as are referred to it by the lodge or in accordance with the lodge's bylaws.

How do you recruit and use your nominating committee?

General provisions

16.1 Nominating committees

- 16.1.1** Nominating committees (NCs) have been established and are required at all levels of SON. The NCs shall identify, review, and recommend eligible candidates for election as officers and/or directors throughout the organization. Other requirements and procedures for international and district NCs are as set forth below and in the SON Policies and Procedures.
- 16.1.2** NCs at all levels shall identify, review, and recommend eligible candidates for the election of the officers and/or directors. No member of a NC shall be a candidate for election as an officer or director within the entity that they are representing. Members may submit candidates to the NCs as determined by the IBOD. Candidates for nomination to both the IBOD and district BODs shall be adult benefit members and must meet all eligibility criteria as set forth by the IBOD.

16.2 Nominating committee objectives

- 16.2.1** To ensure that only persons who meet the eligibility requirements for board election are presented to the members for election.
- 16.2.2** To assist members in electing officers and directors who are best able to assist the IBOD and district BODs in achieving business and fraternal purposes and objectives.
- 16.2.3** To obtain and review all completed applications for board election and other information provided by applicants to the secretary as needed to determine whether an applicant satisfies the eligibility requirements, to certify all applicants who do, and provide members with a summary of pertinent information about each of the certified applicants. The NC shall also review and consider each candidate's qualifications relative to any desired attributes that the IBOD and districts identify. To help in this process, the NC may interview each candidate and seek additional information to evaluate candidates. The NC shall recommend to the membership the election of those candidates who the NC believes are best suited to meet the current needs of the IBOD or district. Any such candidate who is unqualified, in the sole judgement of the IBOD, may not serve as an officer or director and shall not be slated on the ballot of candidates.

○

14.17 Nominating committee for officers and directors

At a regular meeting, not later than September of each year that precedes an election, a nominating committee of three (3) or five (5) members shall be elected by the local lodge. The local lodge nominating committee shall identify, review, and submit eligible candidates for the election of the local lodge officers and directors. Members may submit candidates to the nominating committee as determined by the local lodge. Candidates for nomination to the local lodge board must be current lodge members and meet all eligibility criteria as set forth by the local lodge.

- 14.17.1** The lodge nominating committee as established above shall convene to develop a slate of candidates to run for the offices of the local lodge. This slate shall be ready to present to lodge members no later than the lodge's first regular meeting in October of each year that precedes an election.

When are elections held and when are officers installed?

- 14.17.2** Any nominations to be made in addition to those of the nominating committee shall be submitted to the committee no later than October 1 for inclusion in the balloting process. Nominations made after October 1 and before the deadline shall be the responsibility of the candidate or the nominator.
- 14.17.3** At the first regular meeting in October, the committee shall present to the lodge its slate of candidates recommended for office. Nominations may also be made from the floor at the time of election.

14.18 Election of officers

The election of officers shall take place not later than the first meeting in November of each year. In circumstances in which in-person meetings are not possible due to circumstances beyond the control of the local lodge such as during a time of national emergency, the local lodge may hold elections via mail, electronic communications, other methods of electronic or internet-based communication or any combination thereof.

- 14.18.1** The lodge members will be notified of the field of candidates by mail, newsletter, or any acceptable means of electronic communication no later than October 31. All voting members of the lodge shall receive this information. A ballot shall be provided with each such notification sent out.
- 14.18.2** Ballots may be returned by mail, email or other means of electronic communication that is mutually acceptable to the lodge such as an online survey tool. The deadline to return ballots shall be set by the lodge board. In any case the balloting should be completed no later than November 30.
- 14.18.3** Non-lodge members that may be on a lodge mailing list or email distribution list may not vote. The lodge board shall appoint tellers to verify membership and count the incoming ballots. The tellers may not be candidates for any of the lodge offices or directorships.

One or two year officer terms?

14.19 Term of office

The officers shall be elected for a term of one (1) or two (2) years, as set out by the local lodge bylaws. Officers may be elected alternately in the order that is determined by the lodge. Lodges which elect their officers for two (2) years may, if they so desire, elect their trustees, who are elected the first time – one (1) each for two (2), four (4) and six (6) years respectively, and thereafter one (1) at each election for a term of six (6) years or until their successors have been elected and installed.

14.20 Vacancies

Whenever a vacancy occurs in the office of the local lodge president, the vice president shall succeed to the office of president for the unexpired term. In such event the local lodge board of directors shall appoint, from the members of its lodge, a vice president to fill the unexpired term. When a vacancy occurs in any other office of the local lodge, caused by death, resignation or removal from office, the vacancy shall be filled by the local lodge board of directors from the members of the local lodge.

Training and transition- what happens at your lodge

- Lodge Training Series-
https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/leader-training-series/

How do your officer meetings work?

International website-

- District website-
<https://sonsofnorway5.com/library/original/docman/SampleofOfficerdescriptions.pdf>
- Guide to Leadership-
https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/leadership_roles_guidelines/

President

The highest ranking lodge office, responsible for ensuring lodge compliance with the Sons of Norway Charter and Constitution while overseeing and guiding all lodge activities.

Vice President

Leads lodge recruitment efforts and strategies while helping develop programming that encourages member retention.

Secretary

Manages daily operations of the lodge.

Financial Secretary

Handles membership records and many of the business matters for the lodge.

Membership Secretary

Handles membership records and many of the business matters for the lodge.

Treasurer

Oversees all lodge finances.

Social Director

Plans social activities and quality programs to enhance the sense of enjoyment, excitement, commitment and community within the lodge.

Cultural Director

Plans activities to help members and community develop a lasting appreciation for the culture of Norway.

Social/Cultural Reference

Helps Social/Cultural Directors plan the lodge's annual schedule of social and cultural activities.

Sports & Recreation Director

Plans and supervises a well-rounded activity program that interests all members and enhances their well-being.

Publicity Director

Publicizes interesting lodge events and promotes Sons of Norway within the immediate community.

Foundation Director

Increase members' awareness of the Foundation and its value while promoting the Foundation to members and the community and helping it grow financially.

Editor

Keeps lodge members informed of lodge news and events via a lodge newsletter.

Support Officers

Guidelines for the lodge counselor, marshal, assistant marshall, greeter, trustees, historian, librarian and musician.

Youth Director

Leads the mission to engage young people in the activities of the lodge.

Webmaster

Manages the online presence of the lodge.

Order of Ceremonies

A guide to enhance the dignity and pageantry of lodge and business meetings.

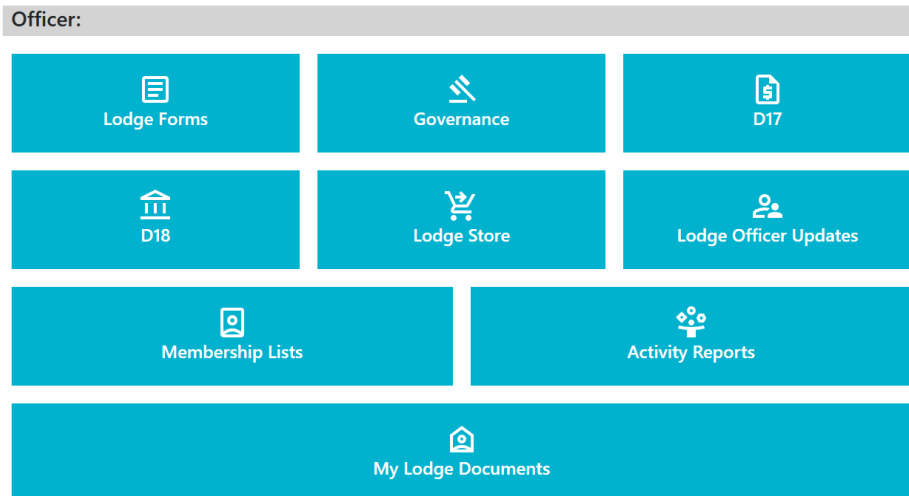
District Guide

Guidelines for individual Sons of Norway districts, as defined by geographical areas.

Auditing Guidelines

Comprehensive guideline to conducting a periodic audit of the financial condition of the lodge.

Where to find information, run reports, download lists



Installation of officers – how we can assist!

<https://sonsofnorway5.com/library/original/docman/OfficerInstallationCeremony-MasterDoc.pdf>

How to complete the D63 Officer Election process

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

Annual Updates

+ Compliance Requirements

+ D-17 Lodge Financial Statement

+ D-18 Building Association Financial Statement

— D-63 Officer Update

We are no longer offering a PDF version of the D-63. You must complete it via the link on your [profile page](#). If you do not know how to access your profile page, please see this [video](#). (4:27 mark)

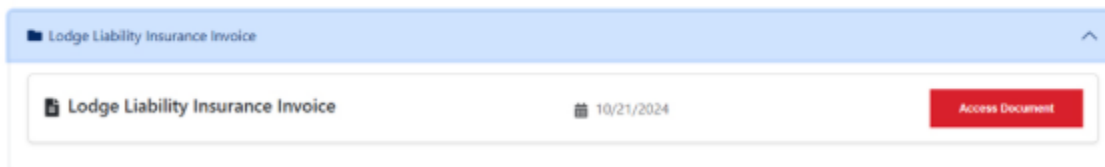
[D63 Officer Update Instructions 2025](#)

Don't forget- Lodge Liability Payment is due Nov 1- check with your treasurer if it was paid!

Lodge Liability Insurance Invoices

These will only be available online this year. Watch for a notification alerting you as an officer that the invoice is ready for viewing.

To access the invoice, sign in and go to your **Profile**. Then click on **My Lodge Documents** and **Access Lodge Reports**. You will then see this screen to pull up the document:



2025 Calendar

November 1- Lodge Liability Payment Due

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

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:**
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@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.