

Zone Meeting COVID-19 Compiled Packet

Updated: October 5, 2020

Guidelines from our Policies and Practices Book:

CHAPTER IX ZONE ACTIVITY

- A. Conducting Activity:** Zone activities are conducted by members of the District Five Board of Directors for the benefit of Local Lodge Officers, future officers and other interested persons and must include some aspect of training.
- B. Organization:** Organizing activity is the responsibility of the District Board of Directors.
- C. When, where Held:** The date, time and place are set in cooperation with the host lodge.
- D. Cost:** Expenses incurred that will be reimbursed by the District Lodge are as follows:
- 1 - Building rental.
 - 2 - Mileage for District Directors.
 - 3 - Lunch for District Directors.
 - 4 - Postage/printing.
 - 5 - Telephone/fax.
 - 6 \$8.00 toward lunch for each participant.
- E. Attendance:** All Local Lodge Officers and members are encouraged to attend.
- F. Report:** A concise written report, including financials, must be prepared and submitted to the District President and expense forms to the Treasurer by one of the District Directors conducting the activity.
- G. Report Forms:** Report forms shall be supplied by the District Five Treasurer.
- H. Email Notifications:** District Board Officers/Members are encouraged to use email notifications to share information they receive from other Board Members or the Sons of Norway International Home Office with local lodge leaders.

Logistics:

Where:

Some zones have rotations (i.e. Zone 3), some meet in central places, some ask for volunteers to host, some will have in multiple locations if the zone is large.

The meetings can be at lodges, restaurants, churches, other meeting spaces, destination places (for tours), part of other events....

When:

Many will hold their meetings in the early months of the year to mid-spring- especially if they are doing officer training as lodges have just elected officers. Some have summer picnics. Some will look at the events calendar and try to partner with another event to increase attendance.

Who:

The Policies and Practices book lists officers and officers-elect. Many zones encourage any interested members and especially potential lodge leaders. The two zone directors are responsible for these meetings. Other board members and the FBC's may be asked to attend and participate. If you have a question on covering their expenses, ask the District President for approval.

Why:

Some zone directors will survey their lodges to see what topics they want covered, what concerns they have, what training is needed and for suggestions. Others will follow an officer training format. Most will include updates from the Zone Directors, District President, International Director and a Financial Benefit Counselor.

How:

Refer to the Policy and Procedures book for expense details. There is a **Report Form** and an **Attendance –Sign In Sheet** that should be completed and copies sent to the District Treasurer and President.

The agenda, meeting notices, and coordination is up to the zone directors. Keep expenses in mind and try to keep the meal cost under \$8. If over, you need to consider how to pay for the additional amount (participants pay, sponsor, lodges pay). The host usually takes care of organizing the meal and providing volunteers and cookies for registration and coffee breaks.

You might want to check with lodge presidents, past board members, past zone director for your area, other District board members, and the International Office for suggestions.

Sports and games are always fun! Kubb, walking, cards, Norsk board or card games, skiing, and other activities can offer a fun spin for your event plus increase awareness of the Sports Medal Program. Having a zone meeting in conjunction with a District Bowling Tournament event might also increase participation at both!

It is always helpful to have time for: website orientation, required reports discussion and Q & A, required form discussion, and delegate election during convention years.

Zone meetings will vary and can be whatever you and your zone members would like them to be! For further questions, contact the District President, Secretary or Treasurer for questions on any of the logistics.

The District President is the key person if you have questions in regard to getting permission for other board members to attend or expenses not listed in the guidelines.

Sons of Norway- District Lodge 5- Zone Activity Report Form- 2020-2022

Zone # _____ Location of Zone Activity _____ Date of Activity _____

Lodge Name	Lodge Number	Number Attending

Total number attending: _____

If the meeting was virtual:

What platform was used to host the meeting? ZOOM GO TO MEETINGS TEAMS

Free Conference calls Other _____

Who set up the meeting? _____ Was the meeting recorded? _____ Where there expenses? _____

What type of meeting was this? Local Lodge Officers Zone Meeting for all members

Observations about the virtual meeting:

If the meeting was in-person:

List expenses charged to the Fifth District (receipts required)

Building Rental	\$
Mileage	\$
Lunch for Directors and Presenters	\$
Meals- \$8 toward lunch for each participant	\$
Printing and postage for mailing letters, envelopes, workbooks	\$
Phone charges	\$
Lodging	\$
Other office supplies: flip chart paper, markers, ect	\$
Any other Expenses	\$

Limited to elected, future officers of local lodges, and other interested persons. Please attach completed Zone Activity attendance sheets to verify the total for this expense.

Total expense for seminar \$ _____

List the District Officers, International Representatives and SON Financial Benefit Counselors that attended:

For the record, please tell a little bit about the format used. What was well received? (Attachment or you can continue on back if needed)

Total expenses for zone meeting \$ _____ Total number of people participating _____

Signature of Presiding Director _____

**** Return a copy of these forms to the District President Andrew Johnsen and Treasurer Mike Palecek**

