

Individual Activity Tracking Instructions 2018

For the lodge secretary.

SAMPLE													
Sons of Norway Volunteer Activity													
<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">1</div> Name of Program - Check One: <ul style="list-style-type: none"> <input type="checkbox"/> Tubfrim <input type="checkbox"/> Adopt A School / Framtid <input type="checkbox"/> Newsletter/Website <input type="checkbox"/> Officer Duties <input type="checkbox"/> Other: _____ 	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">4</div> Track your hours during the month. Combine dates if needed. <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 33%;">Hours: _____</td> <td style="width: 33%;">Hours: _____</td> <td style="width: 33%;">Hours: _____</td> </tr> <tr> <td>Hours: _____</td> <td>Hours: _____</td> <td>Hours: _____</td> </tr> <tr> <td>Hours: _____</td> <td>Hours: _____</td> <td>Hours: _____</td> </tr> <tr> <td colspan="3" style="text-align: right; padding-top: 10px;">Total Hours: _____</td> </tr> </table>	Hours: _____	Total Hours: _____										
Hours: _____	Hours: _____	Hours: _____											
Hours: _____	Hours: _____	Hours: _____											
Hours: _____	Hours: _____	Hours: _____											
Total Hours: _____													
Further Description: <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px; width: 20px; text-align: center;">3</div>													

The “Individual Activity Tracking Sheet” is to be used by lodge members to track their volunteer hours outside of group activities. Members should not report time spent at lodge meetings or other events.

Members should only track volunteer time spent on projects organized by Sons of Norway at a lodge, district or International level. If someone is volunteering for another organization, their church or Boy Scout troop for example, those activities should not be tracked.

The secretary should bring forms to each lodge meeting. Members who think they will be putting in individual volunteer hours during the next month should take a sheet or two home with them.

1. There are already some common Sons of Norway activities to choose from on the forms. Tubfrim” and “Adopt a School / Framtid” are typical Community Activities. “Newsletter / Website” and “Officer Duties” are two common Membership Activities. “Other” can be either Membership or Community. See “Secretary’s Lodge Activity Tracking Paper Form Instructions” for more details about Membership and Community categories.

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2. If the lodge has an ongoing program, such as knitting hats for cancer patients, the secretary should assign it a standard name. All members recording this activity should check 'Other' and write the standard name on the line provided.

3. The member can provide further description if needed.

4. The member keeps track of the hours they work on this project during the month. At the end of the month, they add up all the hours for the total.

At the next lodge meeting, members turn in their completed Individual Activity Tracking Sheets to the lodge secretary and pick up new forms as needed. See "Secretary's Lodge Activity Tracking Paper Form Instructions" for more information about recording the data on these sheets as official activities.

If a member turns in several months of sheets at one time, the secretary does not need to go back and edit that month's entry. The sheets can be added to the pile for the current month.

Though there are entries for financial contributions on *fraternalsgive.org*, we aren't currently tracking them on the Individual Activity Tracking Sheets, so leave that info blank on the site.

Contact Sherry Gorse at 1-800-945-8851 x643 or Fraternal@sofn.com with any questions.