

## Secretary's Lodge Activity Tracking Paper Form Instructions 2018

Sons of Norway has a new website for lodges to track their activities and events in 2015 - [www.fraternalgive.org](http://www.fraternalgive.org). Paper forms have been redesigned to match the format of the website. These forms can be used instead of the website or to supplement the online entry process.

<b>SAMPLE</b>														
<b>1</b>	Activity: _____	Date: _____												
<b>2</b>	<b>Description:</b>  _____  Total Attending (including Volunteers): _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Type (check one):</th> <th style="width: 50%; padding: 5px;">Volunteers &amp; Hours:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"><b>3</b></td> <td style="width: 50%; padding: 5px;">Membership: _____</td> </tr> <tr> <td style="text-align: center; vertical-align: top;">Community: _____</td> <td style="padding: 5px;"></td> </tr> </table> </td> <td style="padding: 5px;"> <table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"><b>4</b></td> <td style="width: 50%; padding: 5px;">Number of Volunteers: _____</td> </tr> <tr> <td style="text-align: center; vertical-align: top;">Total Volunteer Hours: _____</td> <td style="padding: 5px;"></td> </tr> </table> </td> </tr> </tbody> </table>	Type (check one):	Volunteers & Hours:	<table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"><b>3</b></td> <td style="width: 50%; padding: 5px;">Membership: _____</td> </tr> <tr> <td style="text-align: center; vertical-align: top;">Community: _____</td> <td style="padding: 5px;"></td> </tr> </table>	<b>3</b>	Membership: _____	Community: _____		<table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"><b>4</b></td> <td style="width: 50%; padding: 5px;">Number of Volunteers: _____</td> </tr> <tr> <td style="text-align: center; vertical-align: top;">Total Volunteer Hours: _____</td> <td style="padding: 5px;"></td> </tr> </table>	<b>4</b>	Number of Volunteers: _____	Total Volunteer Hours: _____	
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The lodge secretary keeps and updates the “Secretary’s Activity and Hour Tracking” form. This form is not handed out to members. There is a separate ‘Individual Activity Tracking Sheet’ for members to utilize.

1. The lodge secretary fills out a box for each activity on the sheet and writes in the name of the activity and date / dates. An activity is:
  - A group event: monthly lodge meeting, planning meeting, a team cleaning up a stretch of highway etc. The secretary gets information at the event or from fellow officers.
  - Individual Activities: time spent by individuals on lodge business and programming outside a group setting: the editor working on the newsletter at home, a member cutting stamps for Tubrim etc.
    - Lodge members should fill out an ‘Individual Activity Tracking Sheet’ on a monthly basis and turn them in to the secretary. The secretary should only fill out one box per activity per month. If 5 members cut stamps for Tubfrim in October, the secretary would complete only one box for Tubfrim in October, adding up all their hours for the Total Volunteer Hours.

Continued....

## 2015 Paper Form Continued...

- 2.** Write a brief description of the activity and enter the total number of people attending: members, nonmembers & volunteers. If you are unable to determine the total number of all attending, just enter the number of volunteers.
  
- 3.** Activities fall into two categories, Membership and Community:
  - Membership activities focus on members: a monthly lodge meeting or a language class only open to members.
  - Community activities focus on the community: a dance performance at a local school or a lodge group cleaning up a local park.
  - If you are not sure how an activity should be classified, determine whether most of the beneficiaries were members or nonmembers.
  
- 4.** Volunteers are members who help prepare, run or support a lodge event or activity. Volunteer Hours are the total hours spent by all activity volunteers.
  - For example, at a lodge meeting, the president officiates while the secretary takes minutes. A volunteer speaker talks about Norway. Two members serve cookies. This would add up to 5 volunteers.
  - Add up the time the volunteers spent working before, during and after the event, as well as an estimate of travel to and from the meeting, to determine Total Volunteer Hours.
  
- 5.** At the end of the year, add up the total number of membership and community events and the total number of membership and community hours for page 2 of the Lodge Achievement Form.
  
- 6.** Activities can also be tracked on the American Fraternal Association's website: [www.fraternalgive.org](http://www.fraternalgive.org). If you track your activities through the website, your totals will be added up automatically and submitted through the site. You will not need to complete page 2 of the Lodge Achievement Form at the end of the year.

Please contact Sherry Gorse at 1-800-945-8851 x643 or [Fraternal@sofn.com](mailto:Fraternal@sofn.com) with any questions.