



**SONS of
NORWAY**


Lodge Name/Number: _____


City, State/Province : _____


Submitting 2023 Officers

 **Online:** Your Lodge Officer Roster and lodge meeting information can be updated easily online at www.sonsofnorway.com. More detailed instructions are on the next page.

If you update your officers online, you do not need to fill out the paper form. Both Sons of Norway Headquarters and your district secretary are able to get your information from the website.


 **Mail/Email:** While online submission is preferred, paper submissions are accepted. Print out the D63 'Lodge Officer Update' form and mail or email it to: Sons of Norway – ATTN Sherry, 1455 West Lake Street, Minneapolis, MN 55408, email fraternal@sofn.com.

 **No Changes for 2023? :** Please still visit the Officer Update section on our website or check the 'no' box near the top of the form and mail it in to Sons of Norway Headquarters.

 **Deadline - December 31st:** Timely reporting of this information to Membership Services assures that your lodge's information will be correct in the Sons of Norway Headquarters database on the online directory. Also, lodges meeting this deadline will score points towards the Lodge of the Year and Gold/Silver/Bronze Merit awards for 2022.

If the deadline is approaching and your lodge hasn't reported its 2023 officer roster, please submit the information you have and/or contact Lodge Support. Changes made after the 12/31 deadline should still be reported, though these updates may not be reflected in the new district directories.

 **NOTE:** Your 2023 officer roster and lodge location changes will not be active in the Sons of Norway Headquarters system until 1/15/2023. Year-end reports and forms from Headquarters will be sent to 2022 officers.

 **Questions:** Contact Membership Services at Sons of Norway Headquarters by phone at 612 821 4643 or by email at fraternal@sofn.com.



Officer Updates Online

Signing On: Go to www.sonsofnorway.com. Click on the red LOG IN button in the top right-hand side of the screen. Enter your username and password. If you don't have a username and password yet, click on one of the 'click here' links to be guided through the set-up process. The username and password are both case sensitive.

Once you sign on, go up to the top of the page and click the word 'Profile'. The option to change your officers is on the left side of the screen, Lodge Officer Updates. Click on this link to get to the updates screen.

Officer Updates: Click on the gray "Officers" button that appears before your lodge name on the "Lodge Section" page. A list of your current officers will appear.

Step 1: Add any new officer titles. If you are adding any new office titles in 2023 or are expanding a particular office (having more than one social director, for example), click the gray "Add a new position" button. Click on the field after "select a title" to make a selection. Enter the member number of the 2023 officer in the space below. Click on the gray 'submit' button. The next screen will show you the new officer you chose. If the information is correct, click on "Save the changes". You will be back to the officer listing screen.

Step 2: Changing the member in office: If a different member will be serving in a particular office in 2023, click in the 'member number' field to the right of the office and type in the member number for the new officer. Note: the name of the new officer will NOT appear on the screen at this point. The name will appear after you've saved all your changes. Please add all the new member numbers before hitting the submit button.

If the member who held an office in 2022 is continuing in 2023, you do not need to make any modifications to that listing.

Step 3: Deleting office titles: If an office that was filled in 2022 will be vacant in 2023, check the "Remove this position" box under the officer title.

Step 4: Saving changes: When you are finished, click the gray "submit changes" button. A list of the changes will appear. If they are correct, click "save the changes".

If you need to make more changes or corrections, click on the "Go back to make corrections" button. The names listed will not have changed, but the member numbers will be for the 2023 officers.

Once you are done and hit "Save the Changes", you will go back to the opening lodge screen. To see your changes, click back on the gray "Officers" button. *The new officer roster will appear in the lodge directory online starting on 01/15/2023.*

Meeting Updates: On the "Lodge Selection" page, click on the gray "Change Meeting Information" button. Click into any fields that you need to change and type in the new information. When finished, click "save." You will be directed back to the "Lodge Selection" screen.

Officer Contact Information Updates: If any of your 2023 officers has a new email address, mailing address or phone number, please email these changes to Fraternal@sofn.com.

D63/Lodge Officer Update 2023 Lodge: _____

Lodge Officer Updates for 2023 are due at Sons of Norway Headquarters by December 31st, 2022

1. Online Update – Go to www.sonsofnorway.com click on log in and then click Lodge Officer Updates on the left side of your member profile page.
2. Update via Fax or Mail – If you don't have internet access, complete this form and email it to fraternal@sofn.com or send it to Sons of Norway, Attn: Sherry, 1455 W Lake St., Minneapolis, MN 55408
3. No changes for 2023 – Please x 'no' below or indicate 'no changes' online.

Your new officer roster will not be on the public area of the Sons of Norway website until the end of January, 2023.

Are there changes in your officer roster for 2023? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Meeting Location and Time	
<input type="checkbox"/> No changes for 2023 (check box)	<input type="checkbox"/> Changes for 2023 (check box and fill out info below)

C01 President	
<input type="checkbox"/> Same member continuing in office for 2023 (check box)	<input type="checkbox"/> Different member filling office in 2023 (Check box and fill out info below)
If member's contact information has changed, please make changes above in red pen.	Member Number: _____ Name: _____ Street: _____ City: _____ St/Pv _____ Zip _____ Home Phone: _____ Other Phone: _____ Email: _____
Check boxes below if applicable <input type="checkbox"/> Office will be shared by two or more members in 2023 (provide member info at end of form) <input type="checkbox"/> Office will be vacant in 2023	

C02 Vice President	
<input type="checkbox"/> Same member continuing in office for 2023 (check box)	<input type="checkbox"/> Different member filling office in 2023 (Check box and fill out info below)
If member's contact information has changed, please make changes above in red pen.	Member Number: _____ Name: _____ Street: _____ City: _____ St/Pv _____ Zip _____ Home Phone: _____ Other Phone: _____ Email: _____
Check boxes below if applicable <input type="checkbox"/> Office will be shared by two or more members in 2023 (provide member info at end of form) <input type="checkbox"/> Office will be vacant in 2023	

C03 Secretary	
<input style="width: 100%; height: 20px;" type="checkbox"/> Same member continuing in office for 2023 (check box)	<input style="width: 100%; height: 20px;" type="checkbox"/> Different member filling office in 2023 (Check box and fill out info below)
<p>If member's contact information has changed, please make changes above in red pen.</p>	<p>Member Number: _____</p> <p>Name: _____</p> <p>Street: _____</p> <p>City: _____ St/Pv ____ Zip _____</p> <p>Home Phone: _____</p> <p>Other Phone: _____</p> <p>Email: _____</p>
<p>Check boxes below if applicable</p> <p><input type="checkbox"/> Office will be shared by two or more members in 2023 (provide member info at end of form)</p> <p><input type="checkbox"/> Office will be vacant in 2023</p>	

C04/14 Financial OR Membership Secretary (circle one)	
<input style="width: 100%; height: 20px;" type="checkbox"/> Same member continuing in office for 2023 (check box)	<input style="width: 100%; height: 20px;" type="checkbox"/> Different member filling office in 2023 (Check box and fill out info below)
<p>If member's contact information has changed, please make changes above in red pen.</p>	<p>Member Number: _____</p> <p>Name: _____</p> <p>Street: _____</p> <p>City: _____ St/Pv ____ Zip _____</p> <p>Home Phone: _____</p> <p>Other Phone: _____</p> <p>Email: _____</p>
<p>Check boxes below if applicable</p> <p><input type="checkbox"/> Office will be shared by two or more members in 2023 (provide member info at end of form)</p> <p><input type="checkbox"/> Office will be vacant in 2023</p>	

C05 Treasurer	
<input style="width: 100%; height: 20px;" type="checkbox"/> Same member continuing in office for 2023 (check box)	<input style="width: 100%; height: 20px;" type="checkbox"/> Different member filling office in 2023 (Check box and fill out info below)
<p>If member's contact information has changed, please make changes above in red pen.</p>	<p>Member Number: _____</p> <p>Name: _____</p> <p>Street: _____</p> <p>City: _____ St/Pv ____ Zip _____</p> <p>Home Phone: _____</p> <p>Other Phone: _____</p> <p>Email: _____</p>
<p>Check boxes below if applicable</p> <p><input type="checkbox"/> Office will be shared by two or more members in 2023 (provide member info at end of form)</p> <p><input type="checkbox"/> Office will be vacant in 2023</p>	

C06 Social Director	
<input type="checkbox"/> Same member continuing in office for 2023 (check box)	<input type="checkbox"/> Different member filling office in 2023 (Check box and fill out info below)
<p>If member's contact information has changed, please make changes above in red pen.</p>	Member Number: _____ Name: _____ Street: _____ City: _____ St/Pv ____ Zip _____ Home Phone: _____ Other Phone: _____ Email: _____
Check boxes below if applicable <input type="checkbox"/> Office will be shared by two or more members in 2023 (provide member info at end of form) <input type="checkbox"/> Office will be vacant in 2023	

C07 Editor	
<input type="checkbox"/> Same member continuing in office for 2023 (check box)	<input type="checkbox"/> Different member filling office in 2023 (Check box and fill out info below)
<p>If member's contact information has changed, please make changes above in red pen.</p>	Member Number: _____ Name: _____ Street: _____ City: _____ St/Pv ____ Zip _____ Home Phone: _____ Other Phone: _____ Email: _____
Check boxes below if applicable <input type="checkbox"/> Office will be shared by two or more members in 2023 (provide member info at end of form) <input type="checkbox"/> Office will be vacant in 2023	

C09 Cultural Director	
<input type="checkbox"/> Same member continuing in office for 2023 (check box)	<input type="checkbox"/> Different member filling office in 2023 (Check box and fill out info below)
<p>If member's contact information has changed, please make changes above in red pen.</p>	Member Number: _____ Name: _____ Street: _____ City: _____ St/Pv ____ Zip _____ Home Phone: _____ Other Phone: _____ Email: _____
Check boxes below if applicable <input type="checkbox"/> Office will be shared by two or more members in 2023 (provide member info at end of form) <input type="checkbox"/> Office will be vacant in 2023	

C10 Foundation Director	
<input type="checkbox"/> Same member continuing in office for 2023 (check box)	<input type="checkbox"/> Different member filling office in 2023 (Check box and fill out info below)
<p>If member's contact information has changed, please make changes above in red pen.</p>	Member Number: _____ Name: _____ Street: _____ City: _____ St/Pv ____ Zip _____ Home Phone: _____ Other Phone: _____ Email: _____
Check boxes below if applicable <input type="checkbox"/> Office will be shared by two or more members in 2023 (provide member info at end of form) <input type="checkbox"/> Office will be vacant in 2023	

C11 Publicity Director	
<input type="checkbox"/> Same member continuing in office for 2023 (check box)	<input type="checkbox"/> Different member filling office in 2023 (Check box and fill out info below)
<p>If member's contact information has changed, please make changes above in red pen.</p>	Member Number: _____ Name: _____ Street: _____ City: _____ St/Pv ____ Zip _____ Home Phone: _____ Other Phone: _____ Email: _____
Check boxes below if applicable <input type="checkbox"/> Office will be shared by two or more members in 2023 (provide member info at end of form) <input type="checkbox"/> Office will be vacant in 2023	

C12 Youth Director	
<input type="checkbox"/> Same member continuing in office for 2023 (check box)	<input type="checkbox"/> Different member filling office in 2023 (Check box and fill out info below)
<p>If member's contact information has changed, please make changes above in red pen.</p>	Member Number: _____ Name: _____ Street: _____ City: _____ St/Pv ____ Zip _____ Home Phone: _____ Other Phone: _____ Email: _____
Check boxes below if applicable <input type="checkbox"/> Office will be shared by two or more members in 2023 (provide member info at end of form) <input type="checkbox"/> Office will be vacant in 2023	

C13 Sports/Recreation Director	
<input type="checkbox"/> Same member continuing in office for 2023 (check box)	<input type="checkbox"/> Different member filling office in 2023 (Check box and fill out info below) Member Number: _____ Name: _____ Street: _____ City: _____ St/Pv _____ Zip _____ Home Phone: _____ Other Phone: _____ Email: _____
<input type="checkbox"/> Office will be shared by two or more members in 2023 (provide member info at end of form) <input type="checkbox"/> Office will be vacant in 2023	

C19 Counselor	
<input type="checkbox"/> Same member continuing in office for 2023 (check box)	<input type="checkbox"/> Different member filling office in 2023 (Check box and fill out info below) Member Number: _____ Name: _____ Street: _____ City: _____ St/Pv _____ Zip _____ Home Phone: _____ Other Phone: _____ Email: _____
<input type="checkbox"/> Office will be shared by two or more members in 2023 (provide member info at end of form) <input type="checkbox"/> Office will be vacant in 2023	

C21 Framtid (Adopt A School) Coordinator	
<input type="checkbox"/> Same member continuing in office for 2023 (check box)	<input type="checkbox"/> Different member filling office in 2023 (Check box and fill out info below) Member Number: _____ Name: _____ Street: _____ City: _____ St/Pv _____ Zip _____ Home Phone: _____ Other Phone: _____ Email: _____
<input type="checkbox"/> Office will be shared by two or more members in 2023 (provide member info at end of form) <input type="checkbox"/> Office will be vacant in 2023	

C27 Volunteer Coordinator	
<input type="checkbox"/> Same member continuing in office for 2023 (check box)	<input type="checkbox"/> Different member filling office in 2023 (Check box and fill out info below) Member Number: _____ Name: _____ Street: _____ City: _____ St/Pv _____ Zip _____ Home Phone: _____ Other Phone: _____ Email: _____
<input type="checkbox"/> Office will be shared by two or more members in 2023 (provide member info at end of form) <input type="checkbox"/> Office will be vacant in 2023	

C28 Webmaster	
<input type="checkbox"/> Same member continuing in office for 2023 (check box)	<input type="checkbox"/> Different member filling office for 2023 (check box and fill out info below) Member Number: _____ Name: _____ Street: _____ City: _____ St/Pv _____ Zip _____ Home Phone: _____ Other Phone: _____ Email: _____
<input type="checkbox"/> Office will be shared by two or more members in 2023 (provide member info below) <input type="checkbox"/> Office will be vacant in 2023	

Co-Office Held: _____ Member Number: _____ Name: _____ Street: _____ City: _____ St/Pv _____ Zip _____ Home Phone: _____ Other Phone: _____ Email: _____	Co-Office Held: _____ Member Number: _____ Name: _____ Street: _____ City: _____ St/Pv _____ Zip _____ Home Phone: _____ Other Phone: _____ Email: _____
Co-Office Held: _____ Member Number: _____ Name: _____ Street: _____ City: _____ St/Pv _____ Zip _____ Home Phone: _____ Other Phone: _____ Email: _____	Co-Office Held: _____ Member Number: _____ Name: _____ Street: _____ City: _____ St/Pv _____ Zip _____ Home Phone: _____ Other Phone: _____ Email: _____

Other Notes: _____
