



Reporting 2023 Hours

As a fraternal organization, Sons of Norway is required to report all volunteer hours to the American Fraternal Alliance (AFA). Besides being a requirement, it's also good business practice for an organization such as ours. These are some added benefits of tracking and recording volunteer hours:

- It improves the quality of our events, lodges, and organization overall to keep us running smoothly
- It helps give purpose and meaning to the valuable work volunteers do and attracts others to join us, so we can grow
- It can demonstrate community impact and inspire people to support us (including financially)

What will we use to report 2023 hours?

We are changing from reporting our hours for the AFA from the Fraternal Gives site to Survey Monkey. This is similar to how lodges are reporting for Lodge of the Year.

Why are we changing to this new method?

Much of the data that Fraternal Gives requested was not needed for our purposes, and we wanted to make a change to a platform that was simple to use and only collected the information needed. Bonus – no extra password to remember!

What if I have already entered hours into Fraternal Gives?

If you have input any 2023 data into Fraternal Gives already, please go in as soon as possible to retrieve that information so you can include it on Survey Monkey. Headquarters will not have access to the Fraternal Gives data you may have already entered.

Is the method of how members report their hours to the Secretary changing?

No, you should continue to track your individual hours and submit them as you always have.

How do I get to the Survey Monkey site?

The link will be sent to all lodge leaders via email in early February 2024.

Then what do I do?

Follow the prompts in the link to enter the information needed.

What do I need to report?

The survey is eight (8) questions total. See survey sample at the end of this document.

What if I run into an issue or need help?

Reach out to us at fraternal@sofn.com for help or questions.



**SONS of
NORWAY**

Survey Sample:

American Fraternal Alliance Year End Report 2023

General Information

Complete the following questions about your lodge.

* 1. Lodge name and number (Example: Draxton 1-464)

* 2. What state is your lodge in?

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American Fraternal Alliance Year End Report 2023

Community Service Events

Activities on behalf of Sons of Norway that assist needy or improve community (visits to nursing homes, blood/food/clothing drives, scholarships, tutoring children, etc).

Directions:

1. Events: Count the number of Community Service Events (visits to nursing homes, blood/food/clothing drives, scholarships, tutoring children, etc) organized by your lodge in 2023. Enter these numbers in the 'Events' box below.

2. Member Hours: The cumulative number of hours members spent working for Sons of Norway in 2023 both at events and on their own. **Event example:** Two hour lodge meeting. 3 lodge officers ran the meeting and 2 members served coffee and cookies. 5 total volunteers multiplied by 2 hours = 10 member hours for the event. **On their own example:** Lodge editor spent 3 hours working on the newsletter by himself each month. 12 months = 36 hours to add to year's total fraternal hours.

The time travelled to and from events can be added to the total member hours. To determine travel time, estimate how long it takes the typical member to drive to and from an event. Then, multiply this amount of time by the total number of members who volunteered at your events throughout the year.

For Example:

Typical member travel time to/from monthly lodge meeting: .5 hour

Total number of volunteers at average lodge meeting: 6 officers and members

.5 hour x 6 = 3 hours travel time per monthly lodge meeting

12 monthly lodge meetings x 3 hours of travel per meeting = 36 hours of travel time for the year.

Add this amount to your Member Hours. Record totals in the box below.

QUESTIONS?

Contact Sons of Norway Headquarters at (612) 821-4643 or fraternal@sofn.com.



Survey Sample (continued)

* 3. Number of Community Service Events

* 4. Total Community Service Hours (Event & Individual)

* 5. Community Service Financial Disbursement

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Fraternal Support

Activities to conduct business of lodge, promote member fellowship, advance purposes of Sons of Norway, or personal development of members.

Directions:

1. Events: Count the number of Fraternal Events (activities to conduct business of lodge, promote member fellowship, advance purposes of Sons of Norway, or personal development of members) organized by your lodge in 2023. Enter these numbers in the 'Events' box below

2. Member Hours: The cumulative number of hours members spent working for Sons of Norway in 2023 both at events and on their own. **Event example:** Two hour lodge meeting. 3 lodge officers ran the meeting and 2 members served coffee and cookies. 5 total volunteers multiplied by 2 hours = 10 member hours for the event. **On their own example:** Lodge editor spent 3 hours working on the newsletter by himself each month. 12 months = 36 hours to add to year's total fraternal hours.

The time travelled to and from events can be added to the total member hours. To determine travel time, estimate how long it takes the typical member to drive to and from an event. Then, multiply this amount of time by the total number of members who volunteered at your events throughout the year.

For Example:

Typical member travel time to/from monthly lodge meeting: 5 hour

Total number of volunteers at average lodge meeting: 6 officers and members

5 hour x 6 = 3 hours travel time per monthly lodge meeting

12 monthly lodge meetings x 3 hours of travel per meeting = 36 hours of travel time for the year.

Add this amount to your Member Hours. Record totals in the box below.



Survey Sample (continued)

QUESTIONS?

Contact Sons of Norway Headquarters at (612) 821-4643 or fraternal@sofn.com.

* 6. Number of Fraternal Events

* 7. Total Fraternal Member Hours (Event & Individual)

* 8. Fraternal Financial Disbursement

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Submit Your 2023 AFA Report

Final Screen:

American Fraternal Alliance Year End Report 2023

Thank you for submitting your 2023 American Fraternal Alliance Year End Report. If you have any questions please contact Sons of Norway Headquarters at (612) 821-4643 or fraternal@sofn.com.

Submit Your 2023 AFA Report