



## Individual Activity Tracking Instructions

The *Individual Activity Tracking Sheet* can be used by lodge members to track their volunteer hours outside of group activities. Members should only track volunteer time spent on projects organized by or related to Sons of Norway at a lodge, district, or international level. If someone is volunteering for another organization—their church, or Boy Scout group, for example—those activities should not be included.

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 form. *Newsletter*, *Website* and *Officer Duties* are some common membership activities. *Other* can be either membership or community. This form can be personalized to fit the lodge, zone, or district needs. See *Secretary's Lodge Activity Tracking Instructions* for more details.
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 in the space 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 the hours for the total.

At the next lodge meeting, members turn 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.

Contact [fraternal@sofn.com](mailto:fraternal@sofn.com) with any questions.