



**SONS of
NORWAY**

Secretary's Lodge Activity Tracking Instructions

Sons of Norway is required to report volunteer hours to the American Fraternal Alliance (AFA) each year. This means that members must track and record their individual hours to report through their lodge so that data can be entered annually.

The lodge secretary keeps and updates the Secretary's Activity and Hour Tracking Spreadsheet. This tool is only utilized by lodge secretaries. It has recently been updated to an excel format to save time and automate the process. For example, if a lodge has a board meeting, a social event, and a book club most months, you can copy and paste those cells/fields from January and paste to February. Just make sure the details are accurate if you copy and paste.

You will notice four categories on the spreadsheet:

- **Fraternal Support Groups:** time spent on member only group events, such as a monthly lodge meeting, language class, or book club.
- **Fraternal Support Individuals:** time spent by individuals on lodge business and programming outside a group setting, such as the editor working on the newsletter at home. Lodge members should fill out an Individual Activity Tracking Sheet monthly and turn them into the secretary for these activities.
- **Community Support Groups:** focus on the community, outreach, and charitable work lodges do such as a dance performance at a local school or a lodge group cleaning up a local park.
- **Community Support Individuals:** activities done by individual members on behalf of Sons of Norway. These activities must be done on behalf of your lodge, not other personal charitable work or church volunteerism.

Steps:

1. The lodge secretary fills out a box for each activity on the sheet and types in the name of the activity and the date(s). For group events, the secretary gathers information while at the event or from fellow officers in attendance. For individual activities, the secretary gathers information submitted on the Activity Tracking Sheets from members.
2. Determine which category an activity or event falls into and type a brief description with the total number of people attending for members, non-members, and volunteers. If you are unable to determine the total number of all attending, just enter the number of volunteers. If you are not sure how an activity should be classified, determine whether most of the beneficiaries of the event were members or non-members.
3. Volunteers are members who help prepare, run, or support a lodge event or activity. Volunteer hours are the total hours spent by all activity members.
 - 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.
4. The yearly totals will be automatically tallied and entered on the 'TOTALS' tab, using the monthly data you entered. The total numbers in blue are what you would transfer and report for the AFA.

Please contact fraternal@sofn.com with any questions.

