

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 <u>fraternal@sofn.com</u> with any questions.



The Secretary's Activity and Hour Tracking tool has been updated as a spreadsheet that automatically adds up totals. See below for a screenshot of what it will look like:

ERNAL # of Events	SUPPORT # of Volunteers	GROUPS Average # of Hours per Person	Total Hours 0 0 0 0 0 0 0 0 0 0 0 0 0 0		FRATERNAL SUPPORT IND	# Hours		
		U	0 0 0 0 0 0 0 0 0 0 0		Individual Activity	# Hours		
			0 0 0 0 0 0 0 0					
			0 0 0 0 0 0					
			0 0 0 0 0					
			0 0 0 0					
			0 0 0					
			0					
			0					
			0					
0		Total Fraternal Hours	0		Total Individual Hours	0		
					Total Event and Individual Hours	0		
COMMUNITY SUPPORT GROUPS						COMMUNITY SUPPORT INDIVIDUAL		
					(organized by the lodge)			
# of Events	# of Volunteers	Average # of Hours per Person	Total Hours		Individual Service Event	Total Hours		
			0					
			0					
			-	_				
			0					
			0					
			0					
0			0			0		
Total # of Community Events					· · ·			
0	l	JANUARY	ļ		0			
FILL I	N SHADED	AREAS. THEY W	ILL UPDATE	A	UTOMATICALLY!			
E	# of Events 0 y Events 0	AUNITY SUPPORT # of # of Events Volunteers	# of # of Average # of Wolunteers Hours per Person Image: Stress of the	0 0 0 Total Fraternal Hours 0 0 Total Fraternal Hours 0 # of # of # of Volunteers Hours per Person 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 Total Fraternal Hours 0 0 Total Fraternal Hours 0 AUNITY SUPPORT GROUPS # of # of # of Hours per Person 0 0 0 0 0 0 # of Average # of Volunteers Hours per Person 0 0 0 0	0 0 0 0 Total Fraternal Hours 0 0 Total Fraternal Hours 0 0 Total Fraternal Hours 0 AUNITY SUPPORT GROUPS COMMUNITY SUPPORT IN (organized by the lodge) # of Events # of Hours per Person Total Hours 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		

This is what each monthly tracking page will look like.

Total hour boxesshaded in orange- will calculate automatically.

This is the **TOTALS** tab that automatically adds up the activities as you enter them in each month.

You do not need to type anything in this page but can see your progress at any time.

YEAR								
	MONTHLY TOTALS							
	Fraternal Events	Fraternal Hours	Community Events	Community Hours				
January	0	0	0	0				
February	0	0	0	0				
March	0	0	0	0				
April	0	0	0	0				
May	0	0	0	0				
June	0	0	0	0				
July	0	0	0	0				
August	0	0	0	0				
September	0	0	0	0				
October	0	0	0	0				
November	0	0	0	0				
December	0	0	0	0				
Grand Tot		0	0	0				
TOTALS	Fraternal Eve	Fraternal Hours	Community Event	Community Hou				
	Do not enter any number on this page. All are entered automatically!							
	The numbers in the Blue Boxes gets reported in Survey Monkey.							