



SONS OF NORWAY SOLGLYT LODGE #4-143

SUBMITTED BY BRENDA CARLSTAD
[Reference Sheet Solglyt 2020.reference.guide.pdf](#)

2020

[REFERENCE SHEETS]

This document was developed by members for directors and members of Solglyt Lodge.

REFERENCE SHEETS

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\$	Topic	Information	Comments
	Affiliations	Edmonton Scandinavian Centre Association Scandinavian Heritage Society of Edmonton Sons of Norway Foundation in Canada Torskeklubben (they have a Facebook page) Trollhaugen Language Arts & Culture Camp Scandinavian Studies Association at UofA	For more information, visit www.sofnedmonton.ca https://www.facebook.com/pages/Edmonton-Scandinavian-Centre-Association/313992622032075?ref=ts&fref=ts www.shse.ca http://www.sonfic.ca/ https://www.facebook.com/pages/Torskeklubben-of-Edmonton/319847651366153 http://www.trollhaugenalberta.ca/ http://aassc.com/category/scandinavian-studies/
1.	Bank	Bank of Nova Scotia, Riverbend Branch, Edmonton	GICs at Bank of Nova Scotia. New signing authorities required when executive changes; include Election Minutes
2.	\$ Banner & Brochures - Lodge	Lodge banner available for promotional purposes such as Lutefisk Suppers, markets, Sports Weekends.	Previously they also had been brought to District conventions, this practice has ceased.
3.	Business Cards	Business cards ordered as required eg. Vistaprint	
4.	Budget (see also Finances) - Audit	Auditing Committee of 2 persons elected when officers elected. Audit to be completed as soon as possible as per By-Laws. By-laws 1.4	CA, CGA (accountants) also eligible) as auditors.
5.	By-laws	To be updated 2020. By-law Committee appointed by the President. Election procedures are listed in B	Ensure all Directors have a copy with their Guides for Leadership. Should be accessible by everyone. A copy is in the storage room in separate binder.
6.	\$13.00+ Calendars (fundraiser) Lodge cost	Purchased by Treasurer from Paulstad (rosemaled version) & Skandisk (Splendor of Norway. Decide annually if ordering calendar. (a lodge money-maker)	Eg. 110 Rosemal & 90 Skandisk A Calendar salesperson required. Sold for \$20.00 each & sold at Markets, Heritage Days, Xmas party & at meetings.

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Commented [WRN2]: Bylaws state "as soon as possible following fiscal year end" – fiscal year end is Dec 31.

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7.	<p>Committees</p> <p>Mandatory</p> <p>Other Committees</p>	<p>Finance Committee & By-Law Committee to be appointed by President at beginning of two-year term. (By-laws 3.1 & 4.1)</p> <p>Special committees appointed by President (President is ex-officio member of all committees excepting the Audit and Nominating Committee. Usually formed for organization & delivery of special events or programs.</p>	<p>No set guideline with respect to the powers of Committees has been established.</p> <p>If an idea is new to Solglyt, it has been suggested that they are presented to the other Directors prior to implementation.</p>
8.	<p>Conventions in Dist. 4</p>	<p>A full slate of delegates is not required for each convention; District 4 advises how many delegates. Pay for Ad in Convention Booklet Lodge pays reg'n fee for Delegates. Several deadlines applicable.</p>	<p>It has been the practice of Solglyt delegates to purchase the lodge marker (fundraiser for convention host lodge) although not mandatory</p> <p>Delegate travel expenses reimbursed in 2018</p>
9.	<p>Dutch Canadian Centre</p> <p>www.dutchcanadiancentre.com</p>	<p>Known as DCC - Issues that arise should be brought to ESCA representative. (Edmonton Scandinavian Centre Association)</p>	<p>ESCA has an Annual General Meeting and Sons of Norway normally tries to have someone on that Board.</p>
10.	<p>\$40.00</p> <p>Dutch Spring Market – outside & in Int'l Hall</p>	<p>Probably cancelled for 2020.</p>	<p>Inside and outside tables. (In 2016 Solglyt had 1 inside table. Sometimes baked goods are sold as fundraiser.) Other Sons of Norway items such as calendars, new items deemed acceptable.</p>
11.	<p>Elections</p> <p>- Election results</p>	<p>Held every 2 years (even years eg. 2018) Nominating Committee selected in Sept. Consult lodge by-laws to see which officers are elected. Slate of proposed Directors presented in Oct. You can also elect from the floor in Nov. election. HQ deadline online – Dec. 31st</p>	<p>Members other than the President can conduct the election. Officers are installed the following January and can be installed by retiring Counselor, former President of the Lodge, former/current Officer or Director of District Lodge.</p>
12.	<p>Finances:</p>	<p>Refer to 2020 By-laws references</p>	

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Commented [WRN9]: The president should contact the President of the Dutch Club to obtain tables and to find out the cost for table rentals.

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Audit	Auditing Committee of at least 2 persons elected. (By-laws 1.4)	MEMBERS' BILLS: Members incurring expenses provide bill, with receipt to Treasurer for payment – large anticipated expenditures to be discussed prior to incurring expense.
Bank	Signing authorities: any 2 of 3 of Pres., VP & Treasurer; change after elections. Budget is drafted by 3-person Finance Committee appointed by the President (By-laws 3.2) and which includes President & Treasurer (<i>ex officio</i>)	
Over \$100	Budget presented Directors for approval, ratified at Members' Meeting generally in February. Check By-laws for Items over \$100.00	
Budget		
Expenses	In memory of deceased member	
\$50.00	Sons of Norway Foundation in Canada	
\$100.00 approx	Wreath purchase	\$50 donated from Solglyt to SoN Foundation in Canada, in memory of the deceased. (<i>Motion 2014</i>). Wreaths purchased via responsible Legion
\$25.00	Membership Fee	Annual Membership fee + donation to Camp (2014 Motion)
\$500.00	Donation (\$500.00)	
\$100.00	Ski for Light	Refer to annual budget
\$500.00	Scandinavian Studies Association	Refer to annual budget
13. \$ variable	Grants (also see Appendix A) Treasurer, as directed, applies for Grants: - Int'l HQ (Foundation) - SON District 4; deadline Dec. 31 - & Evaluation deadline Nov. 30 - Sons of Norway Foundation in Canada - Torskeklubben Deadlines apply.	DEADLINES: SON Fdn/Local Lodge Partnership Grants- Jan 15 & General Heritage & Culture Grants – Apr. 1 SON Foundation in Canada: Mar 1 & Sept. 1 District 4: Dec. 31, SONFIC.CA Torskeklubben – as needed Helping Hands - to Children – Feb. 15

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14.	Home of the Scandinavians	Expenses must be tracked, eg. workshops Nordic Room - 12 uses without charge by DCC International Hall – 3 uses without charge by DCC Boardroom – free. A SOLGLYT member will make bookings via Findjoo or DCC	SON Fdn Humanitarian fund - \$250.00 King Herald Bookings done online via Findjoo, online booking system; each booking confirmed/denied by DCC rep. (Frank Stolk generally) A member should look after bookings.
15.	\$ various Husflid – Crafts	Nordic Room or Board Room devoted to Scandinavian themed crafts. Participants pay as required, grant money, as per lodge budget may be used to subsidize expenses	Husflid coordinator may wish to find 1-2 volunteers to be responsible for each Husflid (decide on activity, someone to lead the activity). Members can provide suggestions. Door key/entrance code required.
16.	\$500.00 Insurance – Directors and General Liability \$300.00	Due in July - Directors' liability to ESCA (Edmonton Scandinavian Centre Association) based on membership General Liability insurance required by By-laws; obtained through SON HQ	\$ paid to ESCA which looks after the insurance for the Scandinavian societies that have storage space at the Dutch Cdn. Centre. \$ due in August to SON HQ (lodge-owned real estate & liquor liability claims not covered; n.b. we do not own real estate).
17.	Keys	2 keys issued: President & Husflid organizer(s) Handover of keys when required after elections	The names of these people are on record with the Dutch Canadian Club.
18.	Lodge & Family Lodge of the Year Forms	These are filled out and signed by President & Sec. and submitted to Zone Director by March 1 by email	These rough estimates contribute to Sons of Norway's non-profit status in USA.
19.	Meetings Members meetings: 8 members present constitute a quorum. Directors' Meetings	Nordic Room - 7:30 p.m.; suppers - 6:30 p.m. Charter, Constitution states no fewer than 8 meetings/year. Minimum of 4 meetings/yr. Lodge business can be discussed at members' & directors' meetings.	As per SoN constitution Planning for the lodge activities also takes place at Directors' Meetings.

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20.	Members			
	\$50.00	Members – deceased	\$50.00 from Solglyt payable to Sons of Norway Foundation of Canada in memory of the deceased. In 2012 we reintroduced the <i>Draping of the Charter</i> . At the discretion of the President	Condolence Card sent by Sunshine Member on behalf of lodge to family. When we drape the Charter we use drape the black fabric over the Charter (both in storage room) and cover it in a swag fashion. We mention what we know about the deceased and hold a moment of silence. The draping stays in place during the entire meeting. We do not have a ritual in place in terms of tributes to members at funeral services.
		Members – initiation	New Members' Welcome at Board's discretion – September usually.	The timing is at the Board's discretion. 2016 - we gave our membership pins in September. October - Foundation in Canada pins presented.
		Members – ill	Card sent to member by Sunshine Member	The Sunshine member needs to be informed.
		Members - move	Flexible response but generally no cards sent; maybe emails would be appropriate or recognition at a meeting	
21.	Membership		Available online via www.sofnedmonton.ca link & traditional mail Dues changed periodically, related to exchange rate & set by Head Office.	Check sofnedmonton.ca – membership; fees changed Jan. 1/2020. Regular \$58 CAD; Golden \$38 CAD; Family \$88 CAD; Golden \$62CAD. Unge Venner, Golden & Heritage – visit membership page
		Affiliate Members	Pay dues to their home lodge.	
22.	Pins			
	\$3.00	Membership	Membership Pins ordered for 5, 10, 25, 30, 40, 50, 55 & 60 + Golden – (Motion May 19, 2010) We added years 15 & 20 by way of Motion Oct, 2012 Directors' meeting.	These are ordered by Membership Secretary & presented at the Board's discretion.
	\$0.00	Recruitment	Sent to us by HQ	Recruitment pins/lanyards from HQ or District provided to Solglyt and presented at regular meetings.

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\$3.00	Past President Pin	We order this from HQ	Presented at Installation Ceremonies, after the President has concluded the term, and is not the President for the next term.
23.	Phone Numbers or Email	The responsibility lies with the member to indicate he/she does not want home/cell number/email address published Members need to update Headquarters in MN.	Webmaster at www.sofn.com headquarters, secretary, newsletter editor, membership secretary should be contacted. Newsletter Editor has email lists and the President.
24.	Photos	2010 – established that photos taken at SON events are allowed to be shown. Photos are uploaded by Historian to our Flickr site: www.flickr.com/photos/sonsofnorway	Includes lodge events, public venues such as Christmas Market, conventions, Heritage Days, eg. in scrapbooks, websites, electronic photo frames.
25. \$20	Raffle Licence	We have a standing licence # for Raffles (eg. 50-50 at Lutefisk Supper, Syttende Mai) from AB Gov't - Registry Offices; Treasurer reports to the Gov't.	Report to be filed with the Prov. Govt (AGLC) after raffles are concluded, usually Treasurer.
26. See Finances – yearly exp.	Remembrance Day	Wreath purchased from Legion Poppy Fund; 1 or 2 members generally volunteer to attend service.	Wreath ordered & laid at the Butterdome, confirm annually our presence through the responsible Legion.
27.	Scandinavian Heritage Society of Edmonton www.shse.ca	This non-profit society is responsible for the participation of the Scandinavian societies in the annual Heritage Festival & requires 6 delegates from each society to be registered on Gov't of AB documentation by Dec. 31 st ..	The Annual General Meeting for this society takes place usually in October or November. Solglyt Lodge elects our delegates from our membership at the October meeting.
28. \$40.00	Scandinavian Xmas Market	1-2 tables usually requested but decided annually. Generally has: info/membership/calendar table (8'), crafts/cooking (4' + 8'); posters, Lutefisk tickets We book a table with ESCA vendor coordinator,	Decided annually, key volunteers could include: 1 – look after crafts for sale, 1 – set up workshops or get donations for cookies; 1 – lefse making workshop + many Volunteers to bake, etc. + Volunteers for cashiers, making & serving sandwiches, etc.

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29.	\$100.00	Ski for Light	Org. to assist visually impaired skiers. Annual donation of \$100.00.	Ski for Light sends a request for a donation; we send a cheque
30.		Sons of Norway Foundation in Canada	An integral function of Sons of Norway, a charitable corporation guided by the rules and principles set out by Revenue Canada Scholarship Deadline: August 31 Grant Deadlines: March 1 or Sept. 1	Provides scholarships and promotes cultural exchanges. Promotes Norwegian heritage activities and learning opportunities Supports humanitarian causes
31.	\$60.00 approx Silent Auction item	Sports Weekend – Zone 4	This winter event takes place at the discretion of the host lodge: eg. February, March, May, June. Lodge members pay their own reg'n fees, travel & lodging. Silent Auction item provided by Solglyt to the host lodge	Major lodges in Zone 4 take turns hosting this weekend, which typically include skiing, bowling, walking, board games, card games. Curling has been discontinued but offered in the past. Seasonal changes will affect the sports offered.
32.	Finances – yearly exp. If applicable \$ gift	Trollhaugen Language Arts and Culture Camp Trollhaugen Director from Solglyt	A weeklong Norwegian culture & heritage camp originated by Solglyt; operated by Trollhaugen Society, supported by SON lodges & members in AB. Registration required & fees available via grants from Torskeklubben. http://www.trollhaugenalberta.ca/ If the Director of Trollhaugen is a Sons of Norway member, as a token of appreciation, the Lodge gives that individual a gift, eg. 2012 a rosemaled photo frame	Deer Valley Meadows, Baptist Church camp on the Red Deer River, south of Alix, AB, in August. Family camp, adults accompany children under 18. Website: www.trollhaugenalberta.ca
33.	Finances – yearly exp.	Ski for Light	Org. to assist visually impaired skiers. Annual donation of \$100.00. www.skiforlightcanada.com	Ski for Light sends a request for a donation; we send a cheque.
34.		Viking Magazine	Included in membership fee.	Members can submit photos to Solglyt Publicity Director who forwards them to District 4 Publicity Director. Most photos are housed with the lodge's Historian or its Flickr site via Photos sofnedmonton.ca

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35.	Volunteer Hours	A tracking sheet is available from the Solglyt Secretary.. See Lodge of the Year information. Total hours only need be submitted to the Secretary.	The hours recorded on the Lodge of the Year forms are submitted to the Zone Director. Our excel forms can be shredded. www.sofn.com - look for Forms
36.	Website www.sofnedmonton.ca	Webmaster: Brenda Carlstad & John Elias - created site, posts and updates site as per instructions from Publicity Director, President or others. Thank you to Lynn Douglas for creating the first website for the Lodge.	
37.	\$ _____ Workshops	Organized by Culture Director or someone/others as designated. Suggested \$25/hr. plus travel expenses as agreed upon; eg. Instructor from Calgary was paid \$300.00 based on \$20/hr+ \$100 travel.	Participants pay registration fee & grant monies may be used as per lodge budget to subsidize costs of materials, instructors, etc.

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NOTES: Scholarships: <http://www.sofn-district4.com/scholar.htm> District 4 Scholarship Programs

The District IV *Academic Scholarship Program* is designed to support the study of Norwegian language, literature and culture at a university or college in the United States or, Canada which has an approved program in the field or to study at a Norwegian university or folk school.

Each year three scholarships in the amount of \$750 are available. Application deadline is March 1

Grant information following pages

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APPENDIX A – EXAMPLES OF GRANT INFORMATION, pages 13 – 16 - THESE CHANGE ANNUALLY. <https://www.sofn.com/foundation/grants/>

The Sons of Norway Foundation offers the following GRANTS:

GRANTS:

https://www.sofn.com/_asset/4lhkuk/2016-Local-Lodge-Partnership-Guidelines.pdf

All lodges in the Canada, Norway and the United States are eligible to apply.

Projects that promote and preserve the culture and heritage of Norway are eligible. Examples of previously funded projects are cultural classes, cultural fairs, equipment that will allow a lodge to host a cultural activity, hosting of visiting groups, instructional video tapes, etc.

What is the Maximum Award? The maximum award is \$1,000.00 but it must be matched by your lodge at a 1:1 ratio. Be sure to reflect how your lodge is going to match a potential grant from the Foundation in the budget portion of your application.



Local Lodge Partnership Grants

The Sons of Norway Foundation Local Lodge Partnership Grants invites applications from lodges that wish to promote Norwegian heritage in their communities. These are matching fund grants, with a maximum award of \$1,000. Examples of activities include cultural fairs, hosting visiting groups, cultural skills classes, books for lodge libraries, etc.

[2011 Grant Recipients](#)

2011 Local Lodge Partnership Grant Awards Sons of Norway Foundation

1. Blå Fjell 2-163	Nordic Heritage Day	\$370
2. Breidablik 2-027	Panasonic camcorder	350
3. Heim 4-178	Oral History Project	500
4. Hovedstad 2-094	Norway Day	715
5. Mandt 5-314	Norwegian Organizations Mtg	350
6. Mollargutten 4-478	Cultural Tour	105
7. Norskfødt 1-590	Author - Eric Dregni presentation	150

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8. Poulsbo 2-044	Giske Blandakor, Alesund	150
9. Snowshoe Thompson 6-078	Squaw Valley Plaque of S. Thompson	400
10. Trollheim 1-511	Language Class PR	70
11. Vaarliv 4-486	Genealogy Program Speaker	150
12. Vennskap 1-554	Folk Dance Group Development	250
13. Vesterheim 6-118	Estes Park Scandinavian Festival	200
14. Vidda 4-663	Cultural Skills Demonstrator	400
15. Vinland 1-193	Portable Screen for Programs	300
	Total	\$4,460



General Heritage and Culture Grants

This grant is open to members and lodges of the Sons of Norway and to individuals or groups who wish to share their Norwegian heritage and culture through the project for which they apply for funding.

How are winners selected?

The winners are selected by a committee appointed by the Sons of Norway Foundation. Award decisions are based upon:

- the lodge's record of activities
- adherence to the mission of the Sons of Norway Foundation (listed above)
- to what extent the proposed project will benefit the greater Nordic community

What is the timeline for this grant?

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To be considered for the 2017 grant season, all Local Lodge Partnership grant applications must be submitted online by December 1, 2016. Notifications of awards will be made in March of 2017.

Payment to award recipients will be made in late March or early April of 2017.

Eligible projects:

Projects that promote and preserve the culture and heritage of Norway are eligible. Examples of previously funded projects are cultural classes, cultural fairs, hosting of visiting groups, instructional video tapes, etc.

What is the maximum award: The maximum award is \$1,500.00 **How are grants selected?** The winners are selected by a committee appointed by the Sons of Norway Foundation. Award decisions are based upon:

- the lodge's record of activities
- adherence to the goals and objectives of the Sons of Norway Foundation
- to what extent the proposed project will benefit Sons of Norway or greater Nordic community

[2011 Grant Recipients](#)

2011 General Heritage & Culture Grants, Sons of Norway Foundation

1. Kitsap Heritage Night, Kitsap, WA	\$ 400
2. Enighed 4-037, Purchase books for "Norwegian-themed Book Club"	100
3. Nor Swe Dane Dancers, District #4 Folk Dance Workshop	300
4. District #5, "Masse Moro" children's heritage camp, language books	750

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5. Claire Hellweg, Norwegian Classical Music Tour of Minnesota	600
6. Hudson Valley 3-432, "Roald Amundsen, " parade float	200
7. Sverdrup 4-107, videos and books for library	250
8. District #3 Centennial Celebration	750
9. Kjempest, Spring Grove, MN, Giants of the Earth Center	400
10. Vestland 1-601, Minnetonka, MN, 25 th Lodge Anniversary Celebration	100
11. "Syttende Mai Festival", Ballard, WA	500

The **Sons of Norway Foundation Humanitarian Fund** was established in 1997. We gratefully acknowledge the generosity and patronage of **HRM, King Harald V** of Norway in establishing and providing its' initial funding. A contribution of \$250 or more to the S/N Foundation Humanitarian Fund entitles the donor to a special edition medallion with the image of, HRM, King Harold V. The estate of Dr. Myrtle Beinhauer, a Sons of Norway member and educator, made a generous gift to the Foundation, which is also a major source for this funding.



Helping Hands to Children Grant

Who can apply:

Helping Hands to Children grants are only available to Sons of Norway Lodges. All lodges in the Canada, Norway and the United States are eligible to apply.

Eligible projects:

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The Helping Hands to Children Grant will provide matching funds to be used to establish educational programming and/or mentoring for children. Examples of eligible projects are: Adopt-A-School, Barnas Norsk Klubb, children's heritage programing, books for reading programs, school equipment, mentoring services, supplies and other special programs for children.

Lodge building repairs do not qualify.

How are winners selected?

The winners are selected by a committee appointed by the Sons of Norway Foundation.

Award decisions are based upon:

the lodge's record of activities
adherence to the mission of the Sons of Norway Foundation (listed above)
to what extent the proposed project will benefit lodges and members of the Sons of Norway

What is the timeline for this grant?

To be considered for the 2017 grant season, all Local Lodge Partnership grant applications must be submitted online by December 15, 2016.

REFERENCE SHEETS

Notifications of awards will be made in March of 2017.

Payment to award recipients will be made in late March or early April of 2017.

[2011 Grant Recipients](#)

**2011 Helping Hands to Children Grant Awards
Sons of Norway Foundation**

1. Bjornson 6-014	Science Camp for 5 th Graders	\$300
2. Bondelandet 3-612	Books for Highland Elementary	100
3. Columbia 2-058	Fruit Valley Nutritional Program	350
4. District #6, Zone 8	Barneløpet in Winter Park, CO	250
5. Gulldalen 6-128	Ready Springs School Assembly	250

SPARE SHEET FOR NOTES: