

## Healthy Lodge Checklist

1. Does your Lodge have basic communications with its members and community?
  - Do you have a Lodge Yearbook?
  - Are your programs planned for the year?
  - Do you have a calendar with meeting dates?
  - Do you have a telephone committee?
  - Press releases to local newspapers?
  - Local radio?
  - Posters?
  - Informing other Lodge newsletter editors of coming events?
2. Does your Lodge have a Newsletter?
  - Does it contain a list of upcoming events for your Lodge, the District, International?
  - Does it contain an Officer contact list?
  - Does it contain information about membership? New members? Membership Activity?
3. Does your Lodge have a membership and retention plan?
  - Do you have an active Membership Committee?
  - Do you have a year-round membership and retention plan?
  - Do you have an annual Membership Event?
  - Do you encourage all ages to join your Lodge?
  - Do you have a membership packet available at every meeting?
  - Does it contain the following:

Application for Membership	Application for Transfer of Membership
Something for Everyone	Joy of Connecting DVD
Lodge Brochure	Lodge Yearbook
Recent Newsletter	Viking Magazine
Kind of Work We Do brochure	Viking for Kids and enrollment card
Foundation brochure	Language/Heritage Camp brochure
4. Does your Lodge have programs/events for all ages?
  - Do you plan programs with different age groups in mind?
  - Do you offer family activities?
  - Is your Lodge active in your community?
  - Do you have an Adopt A School program?
  - Do you offer Cultural Skills classes?
  - Do you take heritage trips?
  - Do you sponsor or participate in a heritage or cultural festival?
5. Youth
  - Do you have opportunities for youth to participate in your Lodge?
  - Do you encourage youth to attend a language or heritage camp?
  - Do you provide scholarships for youth?
6. Does your Lodge have a welcoming strategy?
  - Do you use greeters at each Lodge meeting to welcome members and guests?
  - Does every member have a name badge?
  - Are name badges available for guests?
  - Are guest introduced?
  - Are guests invited to join your Lodge?

7. Does your Lodge train its officers?

Do all Lodge officers have their copy of *Guide for Leadership* for their office?

Do all Lodge officers understand their specific duties?

Do your officers attend District training opportunities each year?

Do you encourage new leadership: President, Vice-President, other

8. Does your Lodge have standing committees to do the work of the Lodge?

Nominating Committee

Membership Committee

Social/Program Committee

Budget Committee

Food/Kitchen Committee

Budget Committee

Scholarship Committee

Cultural Skills Committee

Auditing Committee

Fundraising Committee

9. Does your Lodge have a web page or social media connections?

Do you use your Lodge logo?

Is it formatted for easy use?

Do you have the Financial Benefit Counselor's name, phone number, email address?

How often is it updated?

Do you have a webmaster?

Who manages Facebook and twitter

10. Does your Lodge have a good relationship with the Financial Benefits Counselor?

Is your FBC invited at least quarterly for a presentation?

Have you had a program on "The Kind of Work We Do:?"

Do you sponsor membership events using the Marketing Department Membership Dinner?

Are Sons of Norway product brochures displayed at Lodge meetings?

11. Does your Lodge participate in District Events and activities?

Do you send delegates to the District Convention?

Do you encourage members to take District leadership roles?

Do you attend the Area Workshop every year?

Do you send a financial gift to the District 1 Scholarship Trust Fund?

Do you send a financial gift to a new Lodge?

Do you attend District sponsored sports/recreation events?

12. Does your Lodge participate in International Events and activities?

Do you send delegates to the International Convention?

Do you encourage members to take International leadership roles?

Do you send a financial gift the Sons of Norway Foundation?

13. Does your lodge have a complete slate of key officers in the lodge.