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***Lead, Learn, Grow***

# *Officer Installation Ceremonies & Member Initiations*

Ceremonies have special significance in every organization. They are a way to express the values and ideas of 4-H with dignity and beauty.

*Compiled by T.A. Tesdall, South District Regional Specialized 4-H Agent, IFAS Extension, Fort Lauderdale, FL, Aug 2010.*



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# COUNTY 4-H COUNCIL OFFICER INSTALLATION CEREMONY

## **GROUP LEADER**

We have elected new officers for our County 4-H Council. Tonight we are going to install our new officers for the coming 4-H year. Election to Council office is both an honor and a privilege.

I now light this candle, which is a symbol of our Council's spirit and strength. The light of this candle will then be passed on to each of our new officers.

## **INSTALLATION OF THE PRESIDENT**

**LEADER:** (lights candle)

(President) \_\_\_\_\_, I pass on to you this light, symbolizing the torch of leadership. As our president, use it to spark the excitement and enthusiasm for 4-H in all of us. We will be depending on you to conduct our meetings in the best interests of all 4-H members and leaders. We will look to you to provide us leadership which will help our council to grow stronger."

(Hand the lit candle to the president.)

**President:** "I accept this light, and the privilege of serving 4-H that comes with it. I will do my best to meet the challenges of leadership and to keep this light burning throughout the coming year."

(President steps back.)

## **INSTALLATION OF VICE-PRESIDENT**

**LEADER:** (lights candle)

(Vice President) \_\_\_\_\_ I pass on to you this light, symbolizing the glow of unity. As our vice-president, use it to show that strength comes through unity. We are relying on you to support our president and other officers, and to take leadership for various council activities."

(Hand the lit candle to the vice-president.)

**Vice President:** "I accept this light and the privilege of serving 4-H that comes with it. I will do my best to strengthen our 4-H council and will take leadership for next year's Awards Program and for other council activities whenever needed."

(Vice-president stands next to president.)

## **INSTALLATION OF SECRETARY**

**LEADER:** (lights candle)

(Secretary) \_\_\_\_\_ I pass on to you this light, reflecting the actions of our council. Use it to reflect accurately what we accomplish and the decisions we make. As our secretary you are responsible for keeping accurate record of all council business."

(Hand the lit candle to the secretary.)

**Secretary:** "I accept this light and the privilege of serving 4-H that comes with it. I will do my best to fulfill the responsibilities of council secretary."

(Secretary stands next to vice-president.)

## **INSTALLATION OF TREASURER**

**LEADER:** (lights candle)

(Treasurer) \_\_\_\_\_ I pass on to you this light, symbolizing the trust your council has in you. As our treasurer, we rely on you to keep us informed of our council finances, and to guide us in our fundraising efforts."

(Hand the lit candle to the treasurer.)

**Treasurer:** " I accept this light and the privilege of serving 4-H that comes with it. I will do my best to fulfill the trust our council has in me."

(Treasurer stands next to secretary.)

## **INSTALLATION OF REPORTER**

**LEADER:** (lights candle)

(Reporter) \_\_\_\_\_ I pass on to you this light, symbolizing the rays of communication. Use it to keep others informed about what our council is doing. As our reporter we rely on you to provide a prompt report of council activities to our local news media."

(Hand the lit candle to the reporter.)

**Reporter:** "I accept this light and the privilege of serving 4-H that comes with it. I will do my best to keep others informed about council activities."

(Reporter stands next to secretary.)

## **INSTALLATION OF HISTORIAN**

**LEADER:** (lights candle)

**(Historian)** \_\_\_\_\_ “This light symbolizes the history of our County 4-H Council. As Historian, we are relying on you to keep an accurate and complete record of all our Council does.

**Historian:** “ I accept this light and the privilege of serving 4-H that comes with it. I will do my best to keep an accurate and complete record of our County Council.”

## **INSTALLATION OF RECREATION LEADER**

**LEADER:** (lights candle)

**(Recreation Leader(s))** \_\_\_\_\_ “This light symbolizes the friendship and excitement our Council promotes. As Recreation Leaders, we are relying on you to bring fun and fellowship to our meetings and activities.”

**Recreation Leader(s):** “We accept this light and the privilege of serving 4-H that comes with it. We will bring fun and laughter to all of our Council meetings and activities.”

## **INSTALLATION OF DISTRICT DELEGATES**

**LEADER:** (lights candle)

**(District Council Delegates)**

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“This light symbolizes the strength and enthusiasm of \_\_\_\_\_ County 4-H. Take it with you and share it with our District 4-H Council. We are relying on you to represent our concerns and interests in the District Council. Keep us informed about what is happening in our District.”

**DELEGATES:** "We accept this light and the privilege of serving 4-H that comes with it. We will do our best to represent \_\_\_\_\_ County 4-Hers in our District with honor and hard work."

(Delegates return to original place in line.)

## **CLOSING**

**INSTALLATION LEADER:** "On behalf of the 4-H Council and all \_\_\_\_\_ County 4-H Members and Leaders, I wish to congratulate each of you. You have been elected because we feel you can do a good job as our leadership team. Remember, as an officer you are part of a team. Support and encourage each other as you work together to lead our Council. We will help you in any way we can.

On behalf of our County Council I present to each of you your Council Officer Pin. Wear it proudly during the coming 4-H year.

I present to you our officers for the 200\_\_\_\_-200\_\_\_\_ \_\_\_\_\_ County 4-H Council."

(Lead applause. Blow out the center candle and return to your seat. **Officers:** blow out your candles and return to your seats.

**President:** return to the podium and continue the Awards Program.

# 4-H OFFICER INSTALLATION



Materials – Four leaves of a clover made from construction paper.

The leader may be the outgoing president, the adult leader or another selected person. The leader should call the name and office in order of President, Vice-President, and Secretary-Treasurer. Ask each to step forward as his or her pledge is read. He should respond when asked and return to his place at your left. As each answers, he should be given a portion of a green paper clover.

Leader -

Leadership ranks high among our many rich heritages. It has come to us through the memory of accomplishments by some of the great pioneer men and women - Washington, Adams, Franklin, Jefferson and Lincoln, to name a few. Through their leadership, they have given us our freedom which, unfortunately, we often take for granted. To take this heritage of freedom for granted is the first step toward losing it. Through good leaders, we can preserve it. Good leadership is blessed with many qualities, qualities which we can develop through serving as leaders in your 4-H club. Now, I will ask those who have been elected to lead your club as officers this year to come and stand to my left as I call your name.

(Name), as President of your club for this year, do you pledge your “Head” to clearer thinking that will lead us in paths of service to your schools and community, in paths of knowledge so we can learn new skills and in paths of fun so that we will enjoy meeting together? If so, answer, “I do.”

(Name), as Vice-President of your 4-H club, do you pledge your “Heart” to willing and loyal service to your club? Will you serve as a strong right arm to your President, and perform your duties faithfully? If so, answer, “I will.”

(Name), as Secretary-Treasurer (call both names if two are elected for separate offices) of your 4-H club, do you pledge your “Hands” to larger service as you keep the records of your meetings and perform the duties of your office? If so, answer, “I do.”

(Name), Officers, do you pledge your “Health” to better living through 4-H club work so that all people will know the benefits of your 4-H club? Do you pledge to help us learn more about your club, your community and your country through well planned programs throughout the year? If so, answer, “I do.”

Each of you has been given a part of a 4-H clover. No part can stand alone, but you must all work together to give life to the clover. As members of the (Name) 4-H Club, we also pledge ourselves to help you to perform the duties of your offices and to live up to your club pledge.

All stand and repeat the 4-H Pledge in unison.

(All may be seated)

I Pledge  
my *Head* to clearer thinking  
my *Heart* to greater loyalty  
my *Hands* to larger service  
and my *Health* to better living  
for my Club, my Community, my  
Country and my World.

Leon County 4-H, April 06

Adapted from *Exploring Citizenship Unit III: My Clubs and Groups*, prepared by the Southern Regional 4-H Citizenship Literature Committee and originally printed & distributed by National 4-H Council.

# INSTALLATION SERVICE OF 4-H CLUB OFFICERS

## Outgoing President

4-H Clubs are groups of girls and boys who have joined together to study and learn the latest and best practices in homemaking and agriculture and related subjects, to develop character, and to stimulate the zest for living. An objective of 4-H Club members is to acquire knowledge, skills and attitudes for a satisfying home and family life. (As president says this objective, they light the candle they are holding and place it in front of themself in a holder).

## Outgoing Vice President

(Lights candle from the one that the retiring President has placed on the table and says): An objective of 4-H Club members is to enjoy a useful work experience, together with the responsibility and satisfaction of personal accomplishment. (Places candle in holder directly in front of them self).

## Outgoing Secretary and Treasurer

(Lights candle from the retiring president has placed on the table says): An objective of 4-H Club members is to develop leadership talents and abilities to reach optimum citizenship potentials. (Places candle in holder directly in front of them self).

## Outgoing Reporter

(Lights candle from the one that the retiring President has placed on the table and says): One objective of 4-H Club members is to appreciate the values of research and learn scientific methods of making decisions and solving problems. (Places candle in holder directly in front of them self).

## Outgoing Song Leader

(Lights her candle from the one that the retiring President has placed on the table and says): An objective of 4-H Club members is to strengthen personal standards and philosophy of life based on lasting and satisfying values. (Places candle in holder directly in front of them self).

~ At this time we will install the newly elected officers of the \_\_\_\_\_ 4-H Club.  
(At this time, all the outgoing officers step back one step from the table).

## Outgoing Recreation Leader

Will \_\_\_\_\_, the newly elected Recreation Leader, please come forward? Please repeat after me, "I accept the office as Club Recreation Leader and will assume the duties that this office entails". (Outgoing Recreation Leader steps back to position of incoming recreation leader).

## Outgoing Song Leader

Will \_\_\_\_\_, the newly elected Song Leader, please come forward? Please repeat after me. "I accept the office of club Song Leader and will assume this responsibility to the best of my ability". (Outgoing Song Leader steps back to position of incoming Song Leader).

## Outgoing Reporter

Will \_\_\_\_\_, the newly elected Reporter please come forward? Please repeat after me: "I accept the office of club Reporter and will be responsible for seeing that club news is written and given to the proper people for good club publicity". (Outgoing Reporter steps back to position of incoming Reporter).

## Outgoing Secretary and Treasurer

Will \_\_\_\_\_, the newly elected Secretary and Treasurer please come forward? Please repeat after me. "I accept the office of Secretary and Treasurer. I will keep an account of all matters concerning the club in the Secretary's record book and keep an accurate account of the club funds and render reports of the club regularly. (Outgoing secretary and Treasurer step back to position of incoming Secretary and Treasurer).

### Outgoing Vice President

Will \_\_\_\_\_, the newly elected Vice-President please come forward? Please repeat after me. "I accept the office of club Vice president and will assist the President, preside at meetings as called upon and serve as chairman of the program committee". (Outgoing Vice President steps back to position of incoming Vice President).

### Outgoing President

Will \_\_\_\_\_, the newly elected President please come forward? Please repeat after me. "I accept the honor and trust bestowed in me and will willingly serve as President of this club. I realize the duties and responsibilities of the office and will do my best to serve the club faithfully". (Outgoing president steps back to position of incoming president).

### Incoming President

"I am deeply appreciative of the honor which you have bestowed upon me in electing me to serve as Club "President for the year. It shall be my aim to serve you to the best of my capacity.



# 4-H District Council Installation Ceremonies

## Ceremony Theme – Colors of the Rainbow

As we go through our 4-H careers, we might be lucky enough to spy a rainbow on the horizon. A rainbow is made up of seven different colors – red, orange, yellow, green, blue, indigo, and violet. Each one of these colors is exquisite. However, when they all come together to form a rainbow, they become unequaled in beauty. The form of a rainbow – an arch – is uniquely strong. District 4-H programs, such as ours, are made up of many colorful and strong individuals.

Tonight, we honor 11 members that you have chosen to lead us toward that rainbow on the horizon. Just as each color of the spectrum is distinctive, each office has specific tasks. When officers successfully perform their duties, they blend us together and keep our council running smoothly.

**Will the Treasurer and Secretary, \_\_\_\_\_ and \_\_\_\_\_ step forward, please?**

The obvious choice to symbolize the treasurer is green and it also symbolizes the secretary. In addition to indicating prosperity and growth, it also engenders stability, endurance and encourages harmony. As treasurer, your duties include collecting monies, paying approved bills, and keeping accurate financial records. You may need to provide a realistic outlook and encourage harmony among the members as they balance their goals with their financial resources. As secretary, your duties include correspondence and the keeping of accurate records of the council's business. Writing meeting minutes will call upon your mental capacities and clarity of perception.

**Will the Reporter \_\_\_\_\_ and Historians \_\_\_\_\_ step forward, please?**

The color yellow symbolizes the Reporter and Historian. Yellow is considered to be bright and optimistic and stands for wisdom and intellect. May this gift of yellow give you the mental concentration and optimism needed to fulfill your commitment.

**Will the Vice-President \_\_\_\_\_, Delegate \_\_\_\_\_ & Alternate Delegate \_\_\_\_\_ please step forward?**

Red represents energy, vitality, and perseverance. It is also known as a sacrificial color, indicating one's willingness to give of oneself. We will use red to symbolize the office of vice-president and delegate.

In these offices, you will be handling many specific tasks of the organization, such as public affairs, member resources and inspiration. May this token of our appreciation – in red – give you the energy and strength needed to fulfill these obligations.

Will the **Parliamentarian** \_\_\_\_\_ **& Sergeant-at-Arms**  
\_\_\_\_\_ please step forward?

Blue represents loyalty and faithfulness. It is also a calming color. Blue symbolizes the position of parliamentarian & sergeant-at-Arms.

Your beliefs in the goals of the 4-H program are important to your council members, and especially to the president who will rely on you for help. You must strive to keep members in harmony and working toward common goals. May the blue color of your gift give you the inspiration to face the challenges of this office as you observe and learn the intricacies of your position.

Will the **President** \_\_\_\_\_ please step forward?

The color purple symbolizes the president. Purple represents leadership, greatness, and unselfish effort. A regal color, purple is associated with royalty or persons of high rank.

As president, you will be treated royally for you have been elected to the highest office in the council. Being president is an honor and a privilege. But, with this esteemed office comes many responsibilities. Duties of the office include presiding at all meetings, dealing with internal club matters, and handling any crises. As president, you will represent us at the district and state level. May your purple token of appreciation remind you to give unselfishly of yourself as you lead your council toward the new horizon.

During this ceremony, each officer has been installed with a different color. Alone, each color is striking, but when the colors come together, a larger more beautiful thing occurs. A rainbow is created. Each color is needed to make this rainbow, just as each officer is necessary to make a council run properly.

(to the membership) **Members**, we are also a part of the rainbow. We are the tints and shades of these basic colors. We bring varied talents and skills to our association. Let us work with our officers, and together we will make our 4-H program beautiful and strong.

Please join me in a round of applause for our newly installed officers for 2004-05.



# 4-H VOLUNTEER INFORMATION SERIES

N e b r a s k a 4 - H Y o u t h D e v e l o p m e n t

## Installation Ceremonies of 4-H Club Officers

### Example 1

The Installer may be a leader, teen leader of the group from a county leadership group, a former president of the group, or the retiring president.

#### **Setting**

A table at the front of the room with one candle and drip card for each officer and the Installer and matches. The Installer's candle is lighted. The other candles on the table are not lighted. The incoming officers and the Installer approach the table as a group from the back of the room.

**Installer:** "4-H members of \_\_\_\_\_ club, we will install the officers we have elected to serve for the coming year.

"To you, \_\_\_\_\_, we entrust the honors and responsibilities of the office of **president**. You shall preside at business meetings and your own example will lead the organization to greater achievement. Do you accept the responsibility of your office?"

**Incoming president:** "I accept the responsibility of this office and pledge myself to faithfully serve my club and the ideals of 4-H."

**Installer:** "From this light representing the spirit of 4-H, you may light your candle." (Incoming president lights his/her candle from the installer's candle.)

"\_\_\_\_\_, you have been elected to the position of **vice-president**. You are assistant to the president, and in charge when the president is absent. You will become familiar with the duties of that office and give assistance to the president. Do you accept the responsibility of your office?"

**Incoming vice-president:** "I will serve as vice-president to the best of my ability."

**Installer:** "From the light representing the 4-H spirit, you may light your candle." (Incoming vice-president lights his/her candle from the Installer's candle.)

**Installer:** "You, \_\_\_\_\_, have been elected to the office of **secretary**, a position calling for honesty, promptness, and exactness in keeping a written record of events, activities, and transactions of our club. Do you accept the responsibility of your office?"

**Incoming secretary:** "I will strive to keep a complete and accurate record of all meetings of our club."

**Installer:** "From the light representing the 4-H spirit, you may light your candle."  
(Incoming secretary lights his/her candle from the Installer's candle.)

"You, \_\_\_\_\_, have been elected to the office of **treasurer**. You will keep a complete account of all club receipts and expenditures. Club funds will be disbursed only as directed by the group. Do you accept the responsibility of your office?"

**Incoming treasurer:** "I will strive to be honest and keep an accurate record of the club's funds."

**Installer:** "From the light representing the 4-H spirit, you may light your candle."  
(Incoming treasurer lights his/her candle from the Installer's candle.)

"You, \_\_\_\_\_, have been selected to the position of **reporter**. You have the responsibility of informing members, parents, and the other 4-H friends of our local club program. Do you accept the responsibility of your office?"

**Incoming reporter:** "I will serve as a reporter to the best of my ability."

**Installer:** "From the light representing the 4-H spirit, you may light your candle."  
(Incoming reporter lights his/her candle from the Installer's candle.)

"You, \_\_\_\_\_, have been elected to the position of **historian**. Your responsibility will be to keep an up-to-date account of this club's program, including a scrapbook of pictures and clippings that will be of interest to 4-H members in the future. Do you accept this responsibility?"

**Incoming historian:** "I accept the responsibility and pledge to carry it out to the best of my ability."

**Installer:** "From the light representing the 4-H spirit, you may light your candle."  
(Incoming historian lights his/her candle from the Installer's candle.)

(If your club elects other officers, such as photographer and telephone person, follow the same installation pattern-state responsibilities of positions and ask officer to accept those responsibilities.)

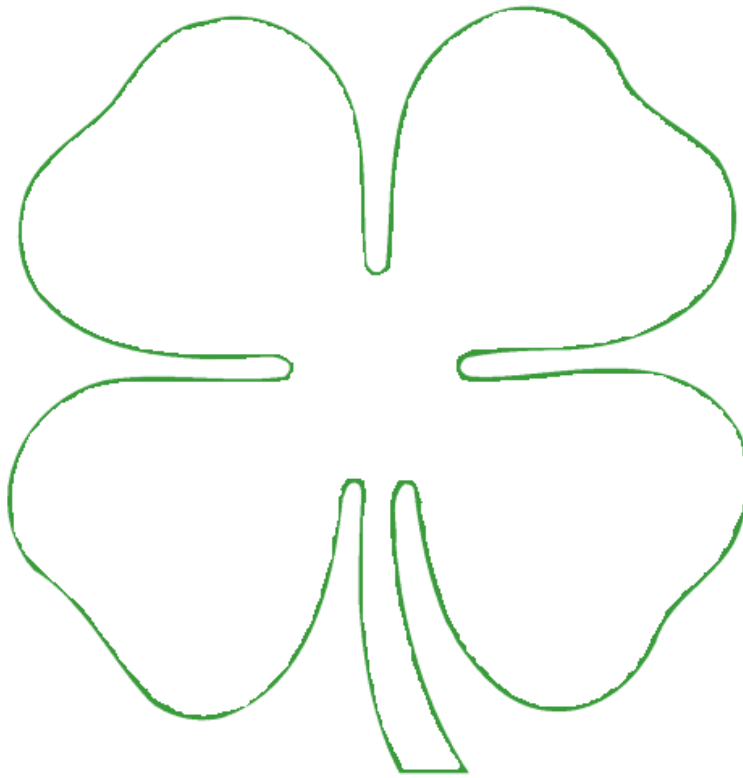
"The lights of your candles, representing the 4-H spirit, signify that the opportunities in 4-H are unlimited and endless. We would use our deeds of the past to guide our plans for the future and always strive for greater progress."

“Members, repeat after me: We as members pledge to you, our officers, the support and cooperation of our 4-H club throughout the coming year.” (To all)  
“Please stand as we repeat together the 4-H pledge.”

**All:** “I pledge  
My head to clearer thinking,  
My heart to greater loyalty,  
My hands to larger service, and  
My health to better living for  
My club, my community, my county, and my world.”

(The officers blow out their candles and leave the installation table.)

Pattern for drip card for 4-H ceremonies using candles. (Trace and cut from green construction paper.)





# 4-H VOLUNTEER INFORMATION SERIES

N e b r a s k a 4 - H Y o u t h D e v e l o p m e n t

## Installation Ceremonies of 4-H club Officers

### Example 2

#### Setting

The Installer has, on a table, the following carpentry tools: hammer, blueprint, pencil and ruler, tool box (small), power drill, saw, and steel wool. The officers are at the front of the group in the following order: president, vice-president, secretary, treasurer, reporter, song leader, and recreation leader:

**Installer:** “As officers for the \_\_\_\_\_ 4-H Club, you are builders who form a work crew. Each crewmember has special work to do and a tool that symbolizes this work.”

“\_\_\_\_\_, you are **president**. This hammer symbolizes power and order.” (Present hammer.) “You have many responsibilities. You will preside at club and executive committee meetings. You will be ready at any time to give your services for the best interest of the club. You must protect its good name and strive always to further its ideals and purposes.”

“\_\_\_\_\_, this blueprint symbolizes careful planning and organization.” (Present blueprint.) “You, as **vice-president**, must be able to preside in the absence of the president. You will help plan in the absence of the president. You will help plan and announce each program. You will strive in every way to aid in promoting our 4-H programs.”

“This pencil and ruler symbolize taking notes and marking carefully the progress and achievements of our club.” (Present pencil and ruler.) “\_\_\_\_\_, as **secretary** you will keep track of our club membership roll and keep a complete record of what takes place at each meeting.”

“\_\_\_\_\_, this toolbox symbolizes the safekeeping of tools that are used for building.” (Present toolbox.) “As club **treasurer** you will keep track of our club finances. You will keep an accurate record of all receipts and expenditures.”

“\_\_\_\_\_, you are **reporter**. The power drill symbolizes making noise.” (Present power drill.) “You will make a lot of good noise for our club as you keep people informed of the activities and progress of our club. You must work in cooperation with the local and area newspapers, giving them an accurate and true account of our club meetings. You also will let them know of activities and events that they might like to cover with a staff photographer or reporter.”

“A saw is said to sing, \_\_\_\_\_. As **song leader** you must sing also.” (Present saw.) “You will lead the club in songs that will liven us up during the meeting.”

“\_\_\_\_\_, steel wool is used to put on a shine.” (Present steel wool.) “As **recreation leader(s)**, you will put the shine and polish on the club meetings, not with steel wool, but with an activity or game.”

“As club officers you must strive to build a strong club that will last even after you leave the club, just as a carpenter builds a strong, sound house to last after he or she is gone.”



# 4-H VOLUNTEER INFORMATION SERIES

N e b r a s k a 4 - H Y o u t h D e v e l o p m e n t

## Installation Ceremonies of 4-H Club Officers

### Example 3

#### Setting

The Installer has, on a table, a crystal bowl filled with crumpled gold paper representing the “pot-of-gold” at the end of the rainbow. Red, orange, yellow, green, blue, and purple ribbons are attached to the bowl. Each new officer comes forward in turn and takes the free end of the ribbon for the respective office.

**Installer:** “**President** - Red is the symbol of courage, to lead and to govern with dignity and decorum.”

“**Vice-president** - Orange, which has red in it, is the symbol of sharing in leadership.”

“**Recreation leader**-Yellow is for cheerfulness, brightness, and happiness.”

“**Treasurer** - Green denotes growth, life, and vitality.”

“**Secretary** - Blue stands for truth.”

“**Reporter** - Purple is the color of royalty and this is a royal calling.”

“When we look at each color separately, we see a simple color, but put them together and we find a beautiful rainbow. These officers, working together, will lead a beautiful organization.”

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Adapted from: *Welcome to 4-H!!! Basics for New Leaders*. Aufdenkamp. UNL Extension 4-H.





# 4-H VOLUNTEER INFORMATION SERIES

N e b r a s k a 4 - H Y o u t h D e v e l o p m e n t

## Installation Ceremonies of 4-H Club Officers

### Example 4

#### **Setting**

Installation theme is an airline flight. Each officer “becomes” one of the plane’s officers. The new officers come to the front. The installer presents each one with a pair of flight wings (bought at a local variety store.)

**Installer:** “Passengers are now boarding Flight 2-0-[present year],” (read ‘two, zero, [present year]). “On the 4-H Special—at Gate 2-0- [previous year].

“Welcome to Flight 2-0-[ ]. Our destination is the future, by way of the present. How far we go depends on each of us. Flying conditions are good, but turbulence is to be expected. With patience we will learn to overcome all obstacles. We shall fly higher than any year in the past \_\_\_\_\_ years (age of club). Our estimated time of arrival will be July 20[ ], when our accomplishments will be exhibited for the public to see at the county fair.

“Your pilot for this trip will be \_\_\_\_\_, **president**. We will look to him/her for leadership as he/she steers our course. “

“The co-pilot is \_\_\_\_\_, **vice-president**. It is his/her duty to take over for the pilot when necessary.”

“\_\_\_\_\_, as **secretary**, will be our flight attendant. He/She is charged with keeping the minutes of each meeting, handling all correspondence as well as handling the secretary’s record book. We depend on him/her for a comfortable flight.”

“\_\_\_\_\_, is our crew chief. As **treasurer**, he/she must keep his/her feet on the ground, and be sure the plane is ready for flight. He/She will keep track of all finances.”

“\_\_\_\_\_, is chief engineer. As our engineer, he’s/she’s in charge of engines and electrical systems for the smooth operation of our plane. As our **recreation leader**, he/she will plan each meeting’s entertainment for smooth running.”

“\_\_\_\_\_, is our communications officer and will handle all publicity for the airline and will maintain contact as **news reporter** between crew and control tower—our club, Extension Office, and newspaper.”

”Your chief navigator will be the **leader**, \_\_\_\_\_, who will try to plot a good course for all of you. He/She will be assisted by all the other leaders, \_\_\_\_\_ and \_\_\_\_\_. They will help you complete your flight plans correctly.”

“Will the officers please repeat after me: I pledge myself to be efficient without being overbearing; to be firm yet gentle; fair, yet kind; and just, yet charitable!”

“To the passengers here assembled, let me present the officers chosen to direct the destiny of our club for this coming year. If you will fasten your seat belts, we are now ready for take-off.”



# 4-H VOLUNTEER INFORMATION SERIES

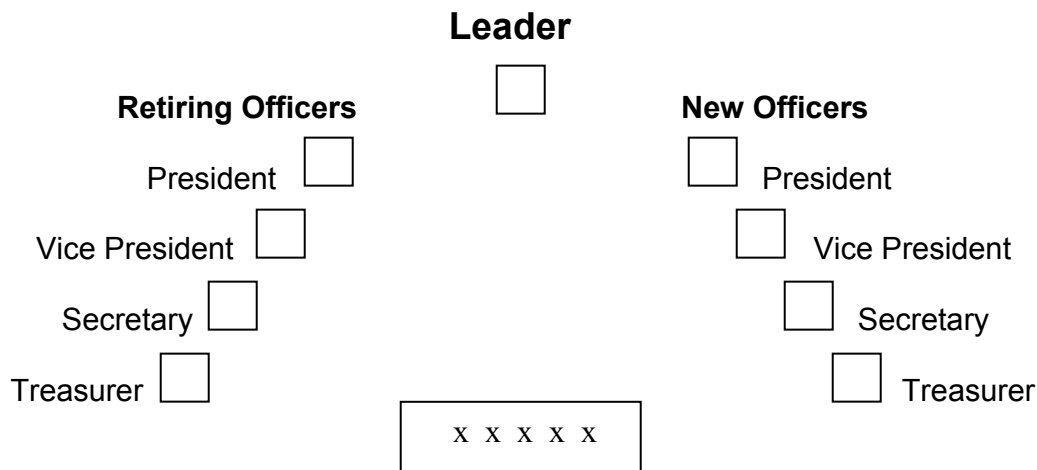
Nebraska 4-H Youth Development

## Installation of Officers

### Example 5

The officers stand as in the diagram shown below. The X's in the large central rectangle represent unlighted candles on a table. Previous officers will need to learn their parts before the ceremony.

Previous officers, beginning with the president, cross the room to the new officers, make short talks, and present the various official records of the club. The new officers cross behind the table, walk over and take the retiring officers' places.



**Retiring President:** As presiding officer for the \_\_\_\_\_ Club, great responsibility will be yours. You will preside at meetings and will be ready to render your services in the best interests of the club. You must protect its good name, strive to further ideals and purposes, and see to it that the people of the community are acquainted with the work being done and the services being rendered. The gavel is given to you as the property of \_\_\_\_\_ 4-H Club to help you in performing your duties.

**Previous Vice President:** As vice president you will become familiar with the duties of the presidential office and will be ready to act at any time in the absence of the president. You will strive in every way to aid in upholding the dignity of your 4-H Club.

**Previous Secretary:** As secretary you will keep the membership roll and a complete and accurate record of the club meeting. You will make reports and write official letters. You will keep such important information and papers for the club. In your hands and keeping will now be placed the secretary's book for the \_\_\_\_\_ 4-H Club.

**Previous Treasurer:** As treasurer you will be entrusted with the money for the \_\_\_\_\_ 4-H Club. Keep accurate records of all receipts and expenditures. You will be expected to furnish detailed and complete information concerning the finances of your club. This is the treasurer's book (or report) for the \_\_\_\_\_ 4-H Club to help you in recording the financial business of the club.

**Volunteer Leader:** As officers you have been chosen to guide and direct the \_\_\_\_\_ 4-H Club. I know you will live up to the trust that has been placed in you. You will be largely responsible for the club spirit, for its progress and faithfulness to the principles and ideals of 4-H. (Turns to members.) As members it will be your responsibility to help in every way possible, the officers whom you have chosen.

You will now all stand and repeat the club pledge. I will light the candle representing the club spirit (lights the candle). From this candle our newly elected officers will light the candles representing Head, Heart, Hands and Health.

In support of the motto "To Make The Best Better,"

- I pledge my head to clearer thinking, (Leader hands lighted candles representing club spirit to president, who uses it to light the candle nearest him.)
- My heart for greater loyalty, (vice president lights second candle with leader's lighted one.)
- My hands to larger service, (secretary lights third candle.)
- And my health to better living, (treasurer lights fourth candle.)
- For my club, my community and my country.

It would be fitting to close the ceremony by having the group sing, "Dreaming," "Ploughing," or "Place in the Sun."



# 4-H VOLUNTEER INFORMATION SERIES

N e b r a s k a 4 - H Y o u t h D e v e l o p m e n t

## Installation Ceremony of 4-H Club Officers

### Example 6

1. The installation ceremony may be conducted by the “retiring” officers, a junior leader, a 4-H Leader or parent. Write in the names of several individuals who are involved in the ceremony.
2. A symbolic item such as the president’s gavel, the secretary’s book, or the news writer’s pad may be presented to the new officers as their duties are explained.
3. Arrange the room so everyone may see the proceedings and the participants have a place to stand. A 4-H flag or banner will add to the atmosphere.

### THE INSTALLATION:

The officers of the \_\_\_\_\_ 4-H Club has been selected for the year \_\_\_\_ and will be installed at this time. We will open with:

- The Pledge to the American Flag.
- The Pledge to the 4-H Flag.

Will the newly elected officers please come forward:

\_\_\_\_\_ President

\_\_\_\_\_ Vice President

\_\_\_\_\_ Secretary

\_\_\_\_\_ Treasurer

\_\_\_\_\_ News Reporter

\_\_\_\_\_ Other

The elected officers of the club have the responsibility to work with all of the 4-H members, the 4-H leaders, and parents in conducting the business of the club. Each office has special tasks assigned which together will help the club function effectively as the group works toward the goals which have been (or will be) adopted.

The President of the club will preside over all of the meetings during the coming year. You are expected to work closely with fellow officers, junior leaders and adult leaders in preparing an agenda before each meeting and in conducting the business of the club. Members deserve your best effort to keep the meetings running smoothly. You must be fair in your treatment of all members as you work together with them to accomplish the work before you.

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The Vice President is the second in the chain of command. In the absence of the President you will preside and perform the duties of the President. Therefore, you must keep yourself informed about the business coming before the club. You will also have the special duties of \_\_\_\_\_.

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Decisions made by the club must be officially written down and kept by the club Secretary for future reference. Clear and precise minutes are important to a well-organized group. The reports sent to the Extension Office after each meeting will keep the Extension agents in the counties informed. You are the official link with others outside the club.

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The money of the club is entrusted to the care of the Treasurer. This money is a tool in helping the club make accomplishments that individually could not be done. You will carefully record all money received and pay out the money the club decides to spend. Be ready to give a report of the club's finances at any time.

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As the News Reporter, it is your job to inform newspapers, radio stations and even television stations about the activities of the club. Your news stories will inform your community of the work and the fun enjoyed by our group.

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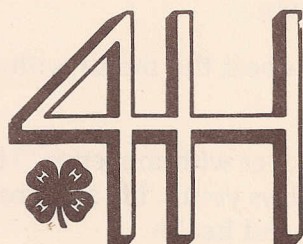
The officers carry important responsibilities; however, the club is composed of all of the members. The members bring ideas, enter into the discussion, vote on important issues and give full support to the officers. Regardless of our experience in meetings, all of us can increase our skill in working together as a group if we are willing to follow the 4-H motto of "Make The Best Better."

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To junior leaders we give a special challenge. Encouraging and helping other people work towards a common objective is the role of those in leadership positions. Leadership skills are developed by accepting responsibility and working to fulfill your obligations. Your position is one of both honor and opportunity.

I now declare the officers of the \_\_\_\_\_ 4-H club installed for the coming year. Our best wishes to each of you in your new responsibility. The officers of this past year deserve our thanks and gratitude. Your experience shared with the new officers will help and challenge them to do the very best.





## YOUTH PROGRAMS LEADER GUIDE SERIES

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# Initiation of Members

Ceremonies have special significance in every organization. In 4-H clubs they give emphasis to occasions that club members and leaders consider to have special meaning. Ceremonies are a way to express the values and ideals of 4-H with dignity and beauty. Initiation of new members and installation of officers are special occasions for many clubs; ceremonies for these are outlined in this guide and in 4-H 378.18.

Your club can adapt these suggested formats to your own situation. In addition, your club can prepare and use other ceremonies for such events as campfires, flag raising, vespers, awarding 4-H medals, etc.

Initiation of new members may be held soon after the start of the club year or at an appropriate time during the year. The purpose of an initiation ceremony is to give new members the feeling they belong to the group and share in its opportunities and responsibilities. It also acquaints parents and others with 4-H club purposes.

## The Setting

If the ceremony is held in a room or hall, the United States flag, the 4-H flag, and flowers add to the ceremony. Singing or soft music throughout the ceremony can make it more impressive. If candles are used, darken the room. Each 4-H member and the leaders may have a lighted candle and one leader will need extra candles to give to each new member. If candles are not used, pin a single flower or four-leaf clover on the new members.

The new members should be in another room with a leader. While music is played or sung, the leader enters from another room with those who want to become members. All stand in a row opposite the officers until music stops.

## The Program

### Leader

These youths, (first names), who stand before you wish to become members of the \_\_\_\_\_ 4-H Club.

### President

With you who are about to become members of the 4-H Club, we want to share the purpose of 4-H. It is to help youth develop mentally,



physically, socially and spiritually in order to assume the responsibilities of citizenship in a democratic society.

## **Vice President**

Our motto is "To Make the Best Better." Repeat the motto with me. Repeat the 4-H pledge after me.

## **Reporter**

The 4-H club emblem is a green four-leaf clover with the letter "H" on each leaf. The green four-leaf clover symbolizes youth, life and growth. The four H's stand for head, heart, hands and health.

## **President**

The treasurer will give us the 4-H creed.

## **Treasurer**

(Treasurer says 4-H creed.)

## **Secretary**

We are glad to have you as members of the \_\_\_\_\_ 4-H Club. You are now members of one of the world's largest youth organizations. 4-H clubs are sponsored by the United States Department of Agriculture and in our state by the University of Florida and Florida A & M University. There are 4-H clubs for boys and girls in every state and in many other countries of the world.

## **President**

You are now familiar with the purposes of 4-H work, the extent of the organization, the 4-H emblem and what it symbolizes, the 4-H motto, and the 4-H creed. Are you willing to try to live up to the ideals of 4-H clubs?

## **New Members**

I am.

## **President**

Do you wish to become a 4-H club member?

## **New Members**

I do.

## **President**

As a 4-H member you will be expected to attend meetings regularly, learn the 4-H pledge, take an active part in our club and keep your parents informed of your progress.

After you have entered your names on the secretary's book, you are club members. (The membership leader leads them to the secretary's table where they enter their names. Other members might sing an appropriate song during this time.)

## **President**

Now take a candle from our leader, \_\_\_\_\_. Light it from his/her candle and then take your place in line with the other members. (While the new members light their candles music may be played softly or hummed by all members.)

## **Leader**

May the 4-H light shine in your home, your club, and your community. Let us close by singing together. (4-H or patriotic song.)

This guide has been adapted from "Initiation of Members," LG 801, University of Missouri-Columbia, by John A. Rutledge Jr, Extension 4-H Youth Specialist.

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