

# INSTALLATION CEREMONY FOR 4-H CLUB OFFICERS — II

## CANDELIGHTING THEME

### SUGGESTIONS

- Strong, knowledgeable and responsible officers are vital to the success of the local 4-H club. Being chosen as a club officer is an honor and responsibility which deserves recognition. Recognition brings pride to the office and good officers take pride in their jobs. An installation ceremony helps assure responsible officers.
- Officers should be installed in reverse order, with the president being last. Depending on the number and kind of officers in your club a suggested order might be: health and safety, recreation, energy, news reporter, secretary, treasurer, vice president, and president.
- Have officers seated as a group in the front of the room.
- You will need one large candle for the 4-H club candle and smaller candles for each officer.
- A darkened or dimly lit room will create atmosphere for the candlelighting and ceremony.
- It may strengthen the ceremony to have two installing officers and divide up the reading parts. The installing officer(s) should be some one who is sincere, can speak well, and is *respected by the club*. The installing officers might be last year's officers, junior leaders, 4-H alumni from the club, prominent persons in the community, etc. Time spent finding the right installation officer(s), is time well spent.
- Rehearsing the ceremony will help assure that the installation services will go smoothly.
- Inviting of the officers' parents to the installation ceremony will give pride and prestige to the occasion.
- A picture of the new officers for the newspaper and/or club scrapbook will add to the honor.

- Most officer's pins are available through the National 4-H Supply Service. Check with your county Extension agent for the cost and ordering procedure.
- Training of officers is important. A book is available for most officers through the county Extension office that describes their duties and offers suggestions. Most counties conduct a special training meeting for officers and many advisors offer training and help at the local club level.

### CEREMONY

*Installing Officer(s) read:*

Everyone in a 4-H club is important to its success. The members, advisors, junior leaders, parents and officers all contribute to the successful 4-H club in which each member learns something and has fun. In behalf of \_\_\_\_\_

(Name of Club)

4-H Club, I light this large candle. Its light represents the leadership of our 4-H club as its officers are installed in their respective offices.

4-H club officers elect, you have been chosen by the members of your club as officers for the coming year. This is an honor and a big responsibility. Strong and dedicated officers are important to the success of a 4-H club. You have the responsibility of preserving the honor and dignity of 4-H and your club.

Good officers are honest, sincere, dependable, friendly and loyal. They let the members of the club help make decisions. Good officers get things done right and on time. They are proud of their jobs and always do their best. It is your duty to conduct yourself so you will serve as an example for other members in your club. If you are willing to accept these responsibilities and the confidence and trust

given to you by your fellow club members, please come forward as your name and office are announced. Light your candle from the large

\_\_\_\_\_  
(Name of club)

Club candle and be duly initiated into your office.

### **Health & Safety Officer\***

\* If this office is divided into two offices 1) health, 2) safety, see separate installation at end of ceremony.

\_\_\_\_\_  
(full name)

please come forward, light your candle and hold it high. (Pause until candle is lit.)

It is your responsibility to make sure our 4-H club is aware of health and safety factors in our everyday lives. Make a special effort to consider the health and safety of all individuals in every undertaking of your club. 4-H members need to be more health and safety conscious and these two topics should be part of the 4-H meeting. Remember, one of the four H's is health. The health leadership represented by your candlelighting should not be allowed to grow dim.

Congratulations and best wishes. May your efforts lead others into meaningful 4-H membership. (Installing officer shakes hand.)

### **Recreation Leader**

\_\_\_\_\_  
(full name)

please come forward, light your candle and hold it high. (Pause until candle is lit.)

You have the responsibility to plan games and other recreation for the club. Recreation should be suitable for the age group, space and time available. Your programs should be varied and your games simple and easy, with a chance for everyone to participate. Education and fun can go together and this is your responsibility.

Congratulations and best wishes. May your efforts lead others into meaningful 4-H membership. (Installing officer shakes hand.)

### **Energy Officer**

\_\_\_\_\_  
(full name)

please come forward, light your candle and hold it high. (Pause until candle is lit.)

It is your responsibility to inform our 4-H club members about the importance of energy to us individually, as a club and as citizens of our community, our country and the world. Your programs

should help us explore what energy is, where we get it, what it does for us and how we can help conserve it. Through your efforts, we all can learn to be wise energy users.

Congratulations and best wishes. May your efforts lead others into meaningful 4-H membership. (Installing officer shakes hand.)

### **News Reporter**

\_\_\_\_\_  
(full name)

please come forward, light your candle and hold it high. (Pause until candle is lit.)

It is your job to inform others about

\_\_\_\_\_  
(name of club)

activities and achievements. You can do much to increase interest in 4-H by writing articles about club meetings and special events for the newspaper. Keep a scrapbook of all news items. Make this year's events a part of the club history. The awareness of your 4-H club efforts by the people in your community and county depends largely on the job you do.

Congratulations and best wishes. May your efforts lead others into meaningful 4-H membership. (Installing officer shakes hand.)

### **Secretary**

\_\_\_\_\_  
(full name)

please come forward, light your candle and hold it high. (Pause until candle is lit.)

You are responsible for keeping accurate minutes of all meetings. You will be prepared to read the minutes at the next meeting. Calling the roll, keeping attendance records and handling all 4-H correspondence is also part of your duty.

Congratulations and best wishes. May your efforts lead others into meaningful 4-H membership. (Installing officer shakes hand.)

### **Treasurer**

\_\_\_\_\_  
(full name)

please come forward, light your candle and hold it high. (Pause until candle is lit.)

Be aware that you must receive and be responsible for all club money. You must keep accurate records of all money received and its source, all money paid to whom and for what. Paying bills only

when approved by the club and giving a treasurer's report at each club meeting is a part of your important responsibilities.

Congratulations and best wishes. May your efforts lead others into meaningful 4-H membership. (Installing officer shakes hand.)

## Vice President

\_\_\_\_\_  
(full name)

please come forward, light your candle and hold it high. (Pause until candle is lit.)

Your duty is to provide guidance and counsel to all committees as they make plans and decisions. You will work closely with the president, advisors and other officers on all club activities. Remember, you must preside at meetings in temporary absence of the president. Please work closely with the club advisors and others in planning the program of events for the coming year.

Congratulations and best wishes. May your efforts lead others into meaningful 4-H membership. (Installing officer shakes hand.)

## President

\_\_\_\_\_  
(full name)

please come forward, light your candle and hold it high. (Pause until candle is lit.)

Know that it is your duty to call meetings to order, preside and direct the business meeting. You should encourage all members to take an active part, work closely with your advisors and represent the entire club. The enthusiasm and effectiveness of this 4-H club will depend largely on how well you conduct your responsibilities.

Congratulations and best wishes. May your efforts lead others into meaningful 4-H membership. (Installing officer shakes hand.)

4-H club officers, I congratulate you on the honor which your fellow club members have bestowed upon you. This honor brings additional responsibilities. You will need to think clearly, so you will know what is best for your club. You must plan wisely, so your club will grow in interest and usefulness.

Do you solemnly pledge to perform faithfully and to the best of your ability the duties and responsibilities of your respective offices? If so, say "I Do." (Pause for "I Do" response.)

Will the members and advisors of the

\_\_\_\_\_  
(name of club)

join your officers by please standing?

I congratulate you on the choices you have made. Now that you have elected these officers to guide and direct this club, *it is your duty to aid them in every way possible*. Please pledge your support to help them perform their duties. The officers can not do their jobs well without the assistance of all members of the club. Help them realize the 4-H motto, "to make the best better" for every member in the \_\_\_\_\_ 4-H Club.

As we conclude this installation ceremony, I ask that everyone join in saying the 4-H pledge. Let this pledge be the guiding light of our 4-H club for this year.

*I pledge my head to clearer thinking  
my heart to greater loyalty  
my hands to larger service  
my health to better living  
for my club, my community,  
my country, and my world.*

(To be used if health officer and safety officer are two separate offices.)

## Health Officer

\_\_\_\_\_  
(full name)

please come forward, light your candle and hold it high. (Pause until candle is lit.)

As the health officer, you will help us focus on one of the four H's. Health is the quality of life that makes it possible for us to best live and serve. You will plan activities with our members which will help us develop health habits for living. A healthy person gets along better, has more fun and is usually more successful. Good health is good business.

Congratulations and best wishes. May your efforts lead others into meaningful 4-H membership. (Installing officer shakes hand.)

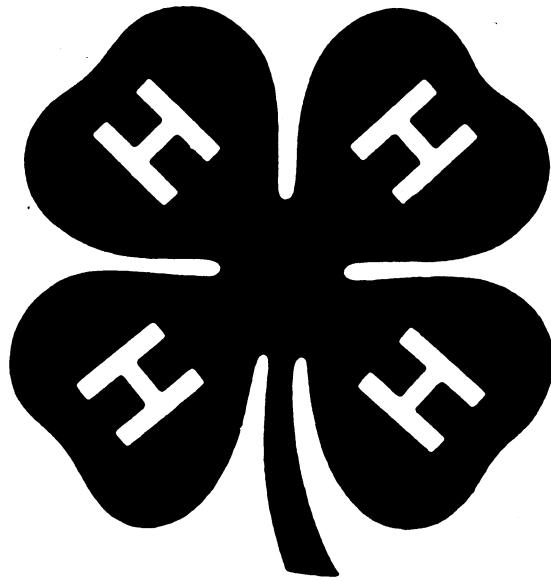
## Safety Officer

\_\_\_\_\_  
(full name)

please come forward, light your candle and hold it high. (Pause until candle is lit.)

As safety officer, you have the important job of establishing a safety program that will help all club members practice safety. You will help members identify and remove accident hazards and prepare for emergencies. Most accidents can be prevented and you can aid your members in discovering that "safety everyday is the better way."

Congratulations and best wishes. May your efforts lead others into meaningful 4-H membership. (Installing officer shakes hand.)



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