

INSTALLATION CEREMONY FOR 4-H CLUB OFFICERS — I

HANDS THEME

SUGGESTIONS

- Strong, knowledgeable and responsible officers are vital to the success of the local 4-H club. Being chosen as a 4-H club officer is an honor 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 type of officers in your club, a suggested order might be: health & safety, recreation, energy, news reporter, secretary, treasurer, vice president and president.
- Prior to the ceremony, have all the officers seated as a group, with their back to the audience, in the front of the room. After each has been installed, have him/her seated facing the audience.
- The ceremony features the “hand” throughout. This idea and part of the ceremony comes from the Auxiliary to the American Veterinary Medical Association.
- It may strengthen the ceremony to have two installing officers and thus divide up the reading parts. The installing officer(s) should be someone 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. Finding the right installation officer(s) is time well spent. If last year’s officers are used as installing officers, you may want to have the old officer give the new officer something that is symbolic of the office. (Example: president-gravel, treasurer-account book, etc.)
- Rehearsing the ceremony will help assure that the installation services will go smoothly.
- Inviting 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 officers’ duties and lists suggestions. Most counties conduct a special training meeting for officers and many advisors offer help at the local club level.

CEREMONY

Installing Officer(s) read:

(Introduction to Installation)

The Bible mentions the hand more often than any other part of the human body. It has been determined that the word “hand” appears more than 1600 times in the Bible. Many figures of speech which are often heard in our daily conversation are centered around the hand:

- When we are extremely busy “our hands are full”.
- If a situation is impossible we say it is “out of hand” or that “our hands are tied”.
- If we have no hand in service, we have “no hand in the matter”.
- If something has been used before, it is “second hand”.
- If we stand beside someone we are “at their right hand”.
- If we want to refer to action, skill, or ability, we say “she is a great hand at it”.
- Something within reach is “at hand”, or under control, it is “in hand”.

- “On the other hand” refers to the opposite point of view.
- One of the four H’s in 4-H relates to the hand. “I pledge my hands to larger service” indicates that 4-H’ers “learn by doing”.

Our hands reveal many things about us. They sometimes indicate the kind of work we do. They often express our moods. They indicate whether our nerves are shaky or steady.

The hands are used, as a means of communication. We have all observed the deaf mute who “talks” with his hands. We, who can speak with our voice, also frequently speak with our hands. With our hands we ask, we grant permission, we silence and dismiss, we threaten, we greet, we bid goodbye, we pledge, we promise. With our hands we express grief, joy and love. We must have clean hands; we must have busy hands.

The _____
(Name)

4-H Club will *change* hands today. For the past year the club has been in *good* hands. And so to the retiring officers, we pause to pay tribute as they relinquish their duties and responsibilities to *other* hands. Let’s give them a *big* hand. (Entire 4-H club applauds.)

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.

Four-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 most 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. Good officers pledge their “hands” to the service of their 4-H club. If you are willing to accept these responsibilities, the confidence and trust given to you by your fellow club members, please come forward as your name and office is called and be duly initiated into your office.

Health & Safety Officer*

(Name)
health and safety officer, please come forward. 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. Four-H members need to be more health and safety conscious. These two topics should be part of the 4-H meeting. Remember, one of the four H’s is health. Good health and safety programs will assure 4-H’ers full use of their “hands” now and in the future.

If you accept the responsibility of this office, extend your “hands” and state “I pledge my hands in service of the _____ 4-H Club.”
(Name)

Recreation Leader

(Name)
recreation leader, please come forward. 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 get involved. Education and fun can go together and this is your responsibility. Be a good “hand” as you lead your club in recreation.

If you accept the responsibility of this office, extend your “hands” and state, “I pledge my hands in service for the _____ 4-H Club.”
(Name)

Energy Officer

(Name)
energy officer, please come forward. It is your responsibility to inform our 4-H club members concerning 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 conserve it. Through your efforts we all can learn to be wise energy users. Extend your “hands” to the many that need to know more about the wise use of our energy supplies.

If you accept the responsibility of this office, extend your “hands” and state, “I pledge my hands in service of _____ 4-H Club.”
(Name)

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

News Reporter

(Name)

news reporter, please come forward. It is your job to inform others about _____

(Name of 4-H 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 and make this year's events a part of the club history. The awareness of your 4-H club efforts by the people in this community and county largely depends on the job you do. Let wisdom and knowledge guide your "hands" as you report the activities of your 4-H club.

If you accept the responsibility of this office, extend your "hands" and state "I pledge my hands in service of the _____ 4-H Club."

(Name)

Secretary

(Name)

secretary, please come forward. You are responsible for keeping accurate minutes of all meetings. You will be prepared to read these minutes at the next meeting. Calling the roll, keeping attendance and handling all club correspondence is also part of your duty. May your "hands" be full as you keep accurate records of your 4-H club.

If you accept the responsibility of this office, extend your "hands" and state, "I pledge my hands in service of the _____ 4-H Club."

(Name)

Treasurer

(Name)

treasurer, please come forward. Be aware that you must receive and be responsible for all club money. You must keep an accurate record of all money received and its source, all money paid and to whom and for what. Paying bills only when approved by the club and giving a treasurer's report at each club meeting are part of your important responsibilities. You should be efficient and resourceful so that all club financial matters will be "in hand".

If you accept the responsibility of this office, extend your "hands" and state, "I pledge my hands in service of the _____ 4-H Club."

(Name)

Vice President

(Name)

vice president, please come forward. 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 in planning all club activities. Remember, you must preside at meetings in temporary absence of the president. You are the right "hand" of the president.

If you accept the responsibility of this office, extend your "hands" and state, "I pledge my hands in service of the _____ 4-H Club."

(Name)

President

(Name)

president, please come forward. The _____

(Name)

4-H Club has paid you a very high compliment — the highest honor they can bestow, that of President of the club. It is your duty to call meetings to order, preside and direct the business meeting. Encourage all members to take an active part, work closely with your advisor and represent the entire club. The enthusiasm and effectiveness of this 4-H club will depend largely on how well you conduct your responsibility. In your "hands" your club has placed authority. May your "hands" be busy and unselfish.

If you accept the responsibility of this office, extend your "hands" and state, "I pledge my hands in service of the _____ 4-H Club."

(Name)

Four-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. I declare you duly installed officers of the

(Name)

4-H Club.

Congratulations and best wishes. May your "hands" lead others into brighter paths of membership.

Will the members and advisors of the

(Name of club)

please join your officers by 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.* Many "hands" working together will assure a successful 4-H club. Pledge your support to help them perform their duties. The officers can not do their jobs well without the assistance of the entire club. Many "hands" working together will help your officers realize the 4-H motto, "to make the best better" for every member in the _____ 4-H Club.

(Name)

As we conclude the 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 the coming 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.*



Use only if health & safety are separate offices.

Health Officer

(Name)

health officer, please come forward. 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. The health program will be in good "hands". Please state, "I pledge my hands in service of the _____ 4-H Club."

(Name)

Safety Officer

(Name)

safety officer, please come forward. As safety officer, you have the important job of establishing within your club a safety program that will help all members practice safety. You will assist members in identifying and removing accident hazards and preparing for emergencies. You can help your members discover that "safety everyday is the better way". Your "hands" will be beautiful if you help 4-H'ers practice good safety habits.

If you accept the responsibility of this office, extend your "hands" and state, "I pledge my hands in service of the _____ 4-H Club."

(Name)