



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.)

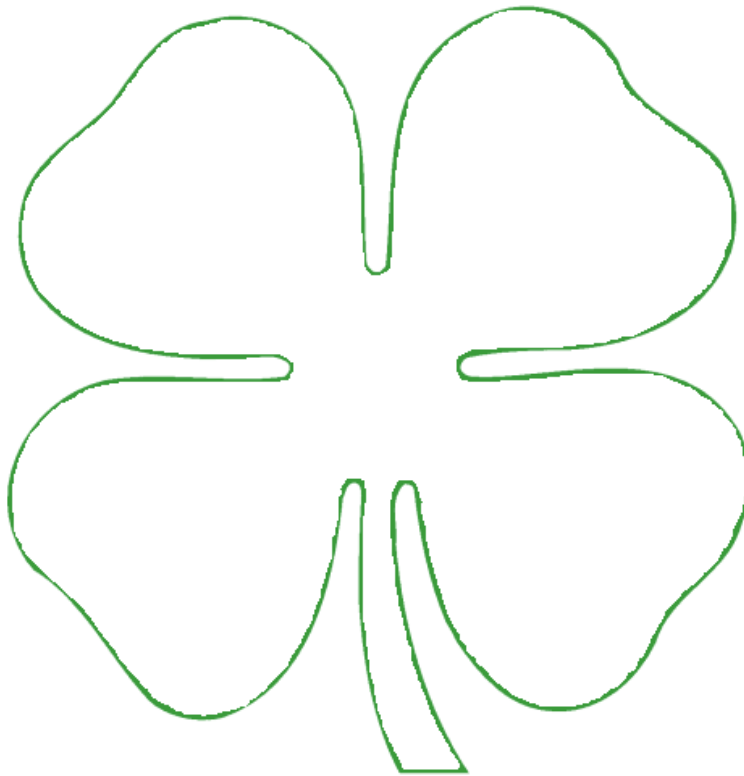
“The lights of your candles, representing the 4-H spirit, signify that the opportunities in 4-H are unlimited and endless. We would use our deeds of the past to guide our plans for the future and always strive for greater progress.

“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.)





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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.”



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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.”

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



Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture.

The 4-H Youth Development program abides with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.



4-H VOLUNTEER INFORMATION SERIES

Nebraska 4-H Youth Development

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.”



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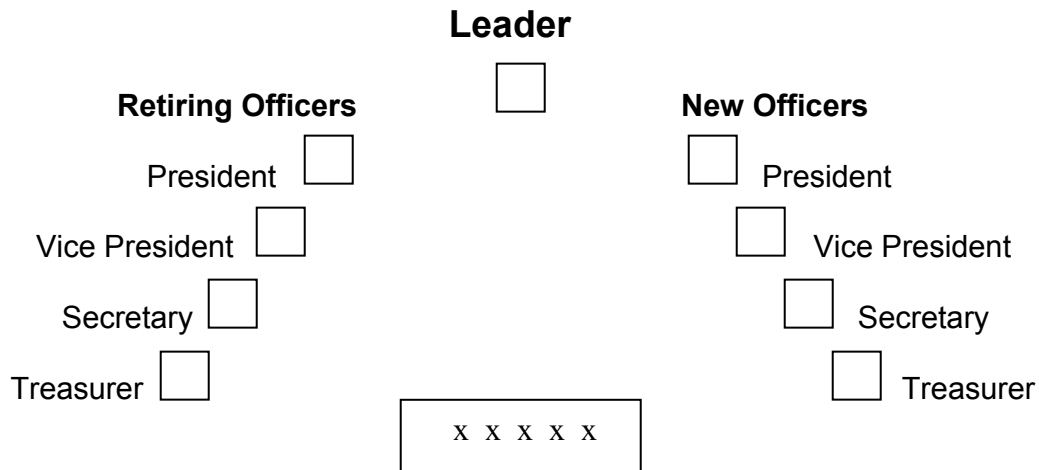
Nebraska 4-H Youth Development

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

Nebraska 4-H Youth Development

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.

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 _____.

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.

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.

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.

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."

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.