



Installation of Officers

This ceremony is planned so that retiring officers will describe their responsibilities to new officers and pass on club records. These are only suggested presentations for each of the retiring officers. This program can be changed by the club members to fit their particular situation. Some groups might like to include the game/song leader, the reporter, or other officers.

Have retiring officers located in one area, new officers in another and club leaders visible to both the audience and officers. Each retiring officer in turn crosses to his/her counterpart, addresses the new officer, and presents the appropriate records. Whatever the form, this ceremony needs to convey the responsibility involved. A table with candles and flowers indicates that this is a significant occasion. Invite all parents to the installation ceremony. Their interest and presence add to the significance of the occasion.

Retiring President

“As presiding officer of the _____ Club, great responsibility will be yours. You will preside at meetings and will be ready at all times to give your services in the best interests of the whole club. You must protect its good name, strive always to further its ideals and purposes, and see that the people of the community are aware of the work being done and the services provided. This gavel is given to you as the property of _____ 4-H Club to help you in performing your duties.”

Retiring 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.”

Retiring Secretary

“As secretary you will keep the membership roll and a complete and accurate record of what takes place at each meeting. You will make reports and write official letters. You will keep such important information and papers as the club may decide. In your hands and keeping is now placed the secretary’s book for the _____ 4-H Club.”

Retiring Treasurer

“As treasurer you will be entrusted with the money for the _____ 4-H Club, and you will keep accurate record of all receipts and expenditures. You will be expected to furnish detailed and complete information concerning the finances of your club whenever it is needed. This is a treasurer’s book (or report) for the _____ 4-H Club to help you in recording the financial business of your club.”

Leader

“As Club officers, you have been chosen to guide and direct the _____ 4-H Club. I know that you will live up to the trust that has been placed in you. You will be largely responsible for the club spirit of your organization, for its progress and faithfulness to the principles and ideals of 4-H club work.

To group of elected officers:

“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.

“I pledge my head to clear thinking (leader hands lighted candle representing club spirit to president, who uses it to light the candle nearest to him), my heart to 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 “4-H Friendship Song.”



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