

Installation Ceremony of 4-H Club Officers



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

Setting

Set a table at the front of the room with a candle and drip card for each officer, one center candle, and matches. Light the center candle but other candles on the table are not lighted. The incoming officers and the Installers 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.)

"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.)

"You, _____, have been elected to the position of club **photographer**. Your responsibility will be to bring a camera to club events and take photos. You will share these photos with club members for record books, reporter for news articles, and historian for the club scrapbook. Do you accept this responsibility?"

Incoming photographer: "I will strive to take photos of club 4-H events to the best of my ability."

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

"You, _____, have been selected to serve as **recreation leader**. We hope you will make recreation a part of every 4-H meeting. Recreation is fun, relaxing, and encourages friendships and working together. Do you accept this responsibility?"

Incoming recreation leader: "I will strive to make recreation a part of every club meeting."

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

"You, _____, have been selected as a **junior leader** for our club. You will work with the officers, adult leaders, and members to plan and carry out club meetings and activities. You may also help members with 4-H projects and exhibits. Do you accept this role?"

Incoming junior leader: I will strive to do my best in this leadership role in our club.

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

(If your club elects other officers, such as flag keeper, librarian, 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 will use our experiences 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."

Optional (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.)