

## BASIC INSTALLATION CEREMONY

Materials: Official gavel; long spoon, kitchen tongs, large pencil, flour sifter

### INSTALLATION OFFICER:

The \_\_\_\_\_ School Nutrition Association members are in regular session for the installation of the newly elected officers. It is with pleasure that I present to you the following officers who have been elected to serve the Association for the year \_\_\_\_\_.

President \_\_\_\_\_

President-Elect \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

As officers-elect, you may know that the highest honor of the Association is being placed upon you. The \_\_\_\_\_ School Nutrition Association members have faith and confidence in your ability to lead your association.

\_\_\_\_\_, as the retiring President of our Association, the National, State, and Local Organization wish to commend you for the work you have completed. You have worked hard with the determination to make your term of office a successful one. The plans of your Executive Board led by you have demonstrated an unwavering determination to live up to the aims of your Association.

As you turn over the gavel to the new President and take your place on the new Executive Board as Immediate Past-President, I charge you to stand ready to serve with love and understanding. Your experience as Past-President can be valuable in the years ahead. Please continue your endeavor to promote the work for the good of the association and the children whom we serve. May you never lose sight that our leading purpose is to feed every child of our Nation.

\_\_\_\_\_, as the President of the \_\_\_\_\_ School Nutrition Association, you are Chief Executive Officer. This office is one of great responsibility because the success of this Association depends to a great deal on the attitudes and skills of the Presiding Officer. You shall preside at meetings of the Executive Board, exercise general administrative control over the Association and perform all other duties usually associated with the office of President. As you perform these duties, there will be many experiences and challenges that will STIR you to new heights in performing your duties and you can MIX the ideas and suggestions among the membership to challenge them to strengthen the Association. (symbol: long spoon)

## PRESIDENT-ELECT

As President-Elect, you shall perform the duties and functions of the President whenever necessary in the absence of the President and also assist her whenever the need arises. These TONGS are a symbol of readiness so you will be alert to PICKING UP where the President leaves off in case the need arises. We encourage you to develop and maintain high standards for personnel and food service. I admonish you to study well the organization of your association as the responsibility of the Chief

Officer will be yours in due time. The knowledge you gain will be reflected in the success of your Association.

## SECRETARY

As Secretary of this Association, you shall conduct general correspondence of the Association at the request of the President and shall keep minutes of all meetings of the Association in a book to be kept for this purpose. Carrying out these duties of Secretary you will be in need of a writing utensil. This large PENCIL will be a useful aid in carrying out your duties.

## TREASURER

As Treasurer, you shall receive and have custody of all funds of the Association and deposit same in the name and to the credit of the Association; you shall keep full and accurate accounts of the receipts and disbursements in books belonging to the Association. The Treasurer SIFTS through the ledger, keeping the accounts current and balanced and evened off so we are a solvent association. This utensil symbolizes the duties of the Treasurer.

I invite you (Past-President \_\_\_\_\_) to present the official gavel to the new President, \_\_\_\_\_.

## PLEDGE:

Will each newly installed officer raise his right hand and repeat the following pledge: "I solemnly promise that I will, to the best of my ability, faithfully perform all the duties belonging to the office for which I have been elected."

## INSTALLING OFFICER

"You have, by the democratic process, elected these officers to voice your wishes in matters relating to the functioning of your Association. Yours is the task of assisting in every way possible. No matter how small or how large the individual contribution, it is the cooperation of each member that makes for success and causes us to become more professional in the work we strive to do.

## TO THE NEW OFFICERS, I DARE YOU:

If you have a gift--bring it. We all have gifts that we can bring.  
If you have a song--sing it. We all have songs that we can sing.  
If you have a talent—use it. We all have kind words that we can say.  
If you have love—diffuse it. We all have prayers that we can pray.  
If you have sadness—bear it. We all have joy & love to give.  
If you have gladness—share it. And what a joy life is to live.  
If you have religion—live it. If we just scatter everywhere---  
If you have a prayer—pray it. These things that God's given us to share.