

INSTALLATION CEREMONY

Materials: Table with 5 single candlesticks or 5 branched candelabrum, 5 8" candles - 1 red and 4 white, official gavel, flowers for stage - red and white.

INSTALLATION OFFICER

Installation Officer is usually the Regional Director for a Past President. The installation officer calls the officers forward starting with the outgoing President who is presented with a lighted red candle and who takes a place at one side of the Installation Officer. The incoming officers are given unlighted white candles and form a group on the other side. The installation officer addresses each officer starting with the outgoing President as they light their candles.

The _____ School Nutrition Association members are in regular session for the installation of their newly elected officers.

It is with great 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 must realize that the highest honor of the Association is being bestowed on you. The _____ School Nutrition Association members have faith and confidence in your ability to lead the organization onward.

OUTGOING PRESIDENT

The red candle of the outgoing President symbolizes courage, long life and good health. It is the strongest color of all hues --- a quality needed for an unwavering determination to succeed.

As President of the _____ School Nutrition Association, you have worked hard with a profound determination to make your regime a successful one. It took courage to surmount some of the obstacles, but you and your Executive Board succeeded in living up to the aims of the Association.

Will you please place your lighted red candle on the candelabrum and from this red candle of courage, long life and good health, all other candles will be lighted --- each candle light representing an aim of our Association.

PRESIDENT

This candle of the President is a symbol of one of our purposes -- - to encourage the expansion and educational use of food services and related activities for the improvement of school, community, and national health.

The office of the President is one of great responsibility because the success of this Association depends to a great extent on the attitude and skills of the presiding officer. As President of the _____ School Nutrition Association, you are its chief executive 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 the President.

Will you please light your candle from the flame of the red candle.

PRESIDENT-ELECT

The candle of the President-Elect symbolizes the second aim of our Association --- to develop and maintain high standards for personnel and for food service.

As President-Elect, you shall perform the duties and functions of the President whenever necessary in the absences of the President and also assist her whenever the need arises.

Will you please light your candle from the flam of the red candle.

SECRETARY

The candle of the Secretary symbolizes the third aim of our Association --- to provide for an exchange of ideas and sharing of experiences and also to promote cooperation and mutual help among the members.

As Secretary, you shall conduct general correspondence of the Association at the request of the President and shall record minutes of all meetings of the Association in a book to be kept for this purpose.

Will you please light your candle from the flame of the red candle.

TREASURER

The candle of the Treasurer symbolizes the fourth aim of our Association --- to further the professional growth of the members.

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; and you shall keep full and accurate accounts of the receipts and disbursements in books belonging to the Association.

You are to submit periodically to the School Nutrition Association membership dues according to directions received from the Executive Secretary.

Will you please light your candle from the flame of the red candle.

(The outgoing President is now called to present the official gavel to the incoming President and withdraws before the Installation Officer concludes the ceremony.)

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

I now declare you to be the duly installed officers of the _____ School Nutrition Association for the coming year.

INSTALLATION OFFICER (to membership)

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, each flicker of light increases the glow of the span.

**If the Secretary/Treasurer is one office, the duties described above should be combined. The fourth white candle could be deleted or a fourth person who is elected to an office could be installed with appropriate duties described.*

The Chapter Presidents or Area Representatives may be included in the installation ceremonies, if desired, with suitable reference to their obligations.