

Sample Chapter Installation Service

(This service is provided as a guide and is not required. If your chapter chooses to use an installation service you may feel free to change and/or adapt this service to fit any theme and the needs of your chapter. Make it your own! You can also ask other more established chapters if they have a sample installation service they would be willing to share with you. You are only limited by your imagination.)

Chapter members and special guests my name is _____ (installing officer).
It is a pleasure to be asked to install the officers of the _____
Chapter for the year _____.

First we would like to express to the outgoing officers of this chapter the appreciation of all our members for the work they have done in continuing the aims and purposes of this association in the past year. We thank you!

As we install our incoming officers tonight our theme will be colors. On the installation table are five individual candles that represent our incoming officers. Each candle color represents a different officer. As the officers are installed they will be asked to light the candle that represents their office. This ceremonial lighting signifies their willingness to carry out the duties of the office to which they have been elected by our members and their understanding that they are committed to the growth of our chapter.

(You may use any theme that the incoming President chooses and may also adapt this for fewer officers or more officers as needed. If there is a different theme employed you can still use candles. For example: If you use butterflies you can assign a different butterfly to each officer, but still ask them to light a candle signifying their willingness to serve.)

Will the incoming officers please come forward?

_____ as treasurer you will be called upon to keep accurate accounts of all receipts and disbursements for your chapter. You are entrusted with the financial stability of your chapter. Your candle is blue which signifies truth and sincerity. If you are willing to accept this challenge, please light your candle.

(Another suggestion is to also have the officers accept the procedures of their office. This is helpful to new officers and serves as a reminder to those you may have already served in this capacity. You list the duties of the office from your bylaws on a sheet of paper and roll it up like a scroll and use a ribbon to tie up the rolled sheet of paper.)

_____ as secretary you are charged with maintaining our history by being neat and accurate in your recording of the business of your chapter. Your candle is yellow, which symbolizes honor and loyalty. If you are willing to accept this challenge, please light your candle.

_____ as Vice President you are charged with providing education programs and holding yourself in readiness to assume the office of President if needed during the upcoming year. Your candle is green, which signifies hope and growth. If you are willing to accept this challenge, please light your candle.

_____ as President-Elect you will begin to train for your future role as President. You are the link to the future of our chapter. You will watch and learn. If called upon, you will be ready to imitate the role of President. Your candle is red which signifies charity, bravery, and courage. If you are willing to accept this challenge, please light your candle.

_____ as President of our chapter you will need to understand the aims and objectives of our society. The duties and responsibilities of this office are often time consuming and can be burdensome, but they are happy and rewarding in the end. Your time and talent will be at the disposal of your chapter. It will be your duty to preside at all chapter meetings. You will provide your chapter with direction, hope, and purpose in the coming year. Your candle is white, which signifies purity, joy, and glory. If you are willing to accept these and many unstated responsibilities, please light your candle.

WILL THE MEMBERS OF THE _____ CHAPTER

PLEASE STAND? These are the leaders whom you have duly elected and I have just installed. They have promised by the lighting of their candles to work diligently for you in the coming year. They are committed to helping our chapter grow, but they need to know that the members of this chapter will follow and support them. Do you pledge to assist them as they seek to carry out your chapter's objectives in the coming year? If so, please answer, "I DO".

(If there are no guests present at the installation service then you will probably not need to ask the chapter members to stand.)

I now declare your officers for the year _____ duly installed and join the membership in offering sincere congratulations and best wishes for a very successful year as we grown even stronger.