## **BASIC INSTALLATION CEREMONY**

Installation Officer:
TheSchool 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 20
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 nutrition. 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 t	o the new
President			

#### **PLEDGE**

Will each newly installed officer raise his/her 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 4 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 OFFICER, 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 and 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 has given us If you have a kind word – say it. to share.

Materials (Props) needed: Table with a floral arrangement and candles, if desired. Official gavel, long spoon, kitchen tongs, large pencil, flour sifter.

# "BOUQUET" INSTALLATION SERVICE

The School Nutrition Association is now in session for the installation of officers for the ensuing term.
It is with pleasure that I present to the membership the following officers who have been elected or appointed to serve your association for the year 20
President, President-Elect, Secretary, Treasurer
As officers-elect you must realize that the highest honor of the Association is being bestowed upon you. It is through serving your chapter as officers that you will grow in your capability to attain the aims and goals of your association. The Chapter will benefit as you reflect your growth and knowledge back to each member. This is the key to an effective, stronger chapter.
(To outgoing President), the rose of the outgoing President symbolizes courage. Red, the strongest color of all hues, denotes strength in leadership. Both courage and strength were needed for you to have the determination to succeed. As President of the chapter, you have worked with a sincere desire to make your tern of office successful. With determination, strength, and courage you and your executive board have succeeded in furthering the purpose of your School Nutrition Association in feeding the school children of your area. Will you please accept, for the moment, the RED ROSE of courage, strength, and determination? (Take rose and remain in place.)
(To President), the flower of the President is to symbolize the first aim of the School Nutrition Association, which is to encourage the growth of your chapter. Not only in increased number of members, but in the educational growth of your members through workshops and the open exchange of ideas. This type of growth will help members to feed our children more successfully so each may attain his or her full potential. The office of President is one of great responsibility because the continued success of this organization depends in great measure on the diplomacy and skill of the president. You will be the chief executive officer and preside at meeting of the executive board as well as meetings of the general membership. You will perform all duties usually associated with the office of the president. I charge you with this great responsibility. Please accept, for the moment, the symbol of your office. (Take white flower, pause, go to the end of the line.)
President-Elect, the flower of the president-elect symbolizes the second purpose and aim of your association – to develop and maintain high standards for good school nutrition. As President-Elect, you shall perform the duties and functions of the president whenever necessary, preside when the president is absent, and assist the president when the need arises. Take the time to study the needs of your chapter and promote better understanding of your local, state, and national organization. Please accept, for the moment, the symbol of your office. (Take white flower, pause, go to the end of the line.)
Secretary, the flower of the secretary symbolizes mutual help and cooperation among the membership. As secretary you shall conduct correspondence at the request of the president and shall accurately record the minutes of all meetings in a permanent book, belonging to the association. Please accept, for the moment, the symbol of your office. (Take white flower, pause, go to the end of the line.)

Treasurer, the flower of the treasurer symbolizes the fourth aim of purpose of the association – to further the professional growth of members. As treasurer you shall receive and have custody of all funds of the association and deposit the same in the name of, and to the credit of, your association. You will keep full and accurate accounts of receipts and disbursements in books belonging to the association. Will you please accept, for the moment, the symbol of your office? (Take white flower, pause, go to the end of the line.)
(To members) You will notice that all four of your elected officers hold a white flower, each is perfect and beautiful by itself, yet holds the promise of a greater beauty. I will ask each of your officers to now place their symbol of office in the vase (PAUSE) and afterward to repeat after me: "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."
Outgoing President, will you place your red rose in the vase also? (Outgoing president then takes her seat.)
This is a beautiful grouping, with the rose of your past president lending its boldness and courage to the white of your new officers.
I will now ask each of you to please stand, take the flower from in front of you and, one by one, bring it forward and place it in the vase, please. Return to your place and remain standing. As you do so, I will read the renewal of your obligation as members of this installation ceremony.
As members, I charge you to be active in the Chapter; to attend its scheduled meetings, to assist its officers and committee members and to do all that you can, as a member, to further the purposes and goals of this association. (Please bow heads for prayer): Our most gracious Heavenly Father, we bow our heads in prayer to ask Your blessing and guidance for these officers and this membership. We are ever mindful of our opportunities to be of service by our work in the School Lunch Program. We are grateful for the opportunities we have to serve and work with our nation's children so that we may contribute to the mental and physical growth of each child. Truly, we are in your service and pray for your continued blessings and guidance so that this association may grow in strength of members and value of service performed. Amen.
Please be seated. (Rap gavel) I now declare you to be duly installed officers of the Chapter of the School Nutrition Association for the ensuing term of office.
(To members) Each of you – as you have contributed to this bouquet in front of your new president, can contribute in the same manner to your chapter. All of you are different, in personality and ability. Singularly, you are a perfect person and hold the potential of great things. All together you have formed a bouquet of unsurpassed beauty, with the red rose of the outgoing president passing its strength to the white flowers of your new leaders. The white, in turn, reflects the hues contributed by all members. That is what your chapter is all about. It should become a blend of all its members. No one flower forms a bouquet. Rather the beauty depends on the varied interplay of colors and shades of all the blooms. The success of the Chapter depends on the loyalty, interest, and cooperation of each of its members. Each individual's contribution to the work of the association, no matter how small or large, is comparable to this bouquet. Each flower increases the beauty of the whole.

(Congratulate each officer – finally present bouquet to president)

It has been my pleasure to install your officers. I wish for them and your chapter success and continued growth with the ultimate goal being the fulfillment of the aims for which the association was organized. I now present your new president \_\_\_\_\_\_\_.

Materials (Props) needed: 1 red Rose, 4 white flowers

## SYMBOLS OF BREAD INSTALLATION CEREMONY

Your installation officer is indeed honored to be asked to serve. An installation is neither an end nor a beginning for any organization – each installation merely marks another step in the group's continued progress.

To the retiring officers go the sincere thanks of all members of this group.

You have elected new officers; now let us install them. Let this administration begin with positive and not negative thinking and let us at this time ask the blessing of Devine Guidance:

Our Heavenly Father,

Let thy blessing rest upon this group, we pray

Upon these officers and members in their vital need

Be thou their helper. Be their guide and stay

Be thou the inspiration we all need

Lord God for every organization in this land,

We crave a Blessing from thy mighty hand.

Amen

#### Beatitudes of Leadership:

Blessed are the Leaders

Who seek for the best of those who are to be served.

Who hold high the light of courteous expression.

Who see the good in all things and create harmony.

Who remember praise is the key to success.

Who regard serving as an officer as a sacred trust.

Who work for a harmonious and constructive program.

Who ask for an understanding heart and infinite wisdom.

Treasurer - Plain brown rolls.
Blessed is the Treasurer,, the leader who guards the Treasury – such a leader must
have a mind in the heavens to maintain ideals and yet feet on the ground to maintain a balance. Duties are
less glamorous, but very down to earth, and are commonly known. Part of your work has been done by
others, but it is up to you to complete it.
Do you pledge to faithfully uphold the bylaws and plan constructively for the organization? (The answer: I do)
Secretary - Sliced uniform loaf of bread
Blessed is the Secretary, as a leader, marches with the group and interprets correctly
the sign on the pathway that leads to a successful term.
Duties are specific. Exactness is important and according to a specific pattern. Do you pledge to
faithfully uphold the bylaws and plan constructively for the organization? (The answer: I do)
President-Elect - Assorted Breads-Plain, fancy party breads
Blessed is the President-Elect,, as a leader who leads in group assistance. She must
know no discouragement and works for harmony.

Duties of this office are varied and must fit the occasion. Variety in programs in important. Do you pledge to faithfully uphold the bylaws and plan constructively for the organization? (The answer: I do)

#### President - Round loaf of bread

You have been elected to serve as President and upon you falls the responsibility of leadership and administration.

Blessed is the President, the leader who has not sought the high place but who has been drafted into service because of high ability. Blessed is the Leader, who with befitting peace of mind, considers leadership an opportunity for harmonious service for all.

No beginning nor ending of work All for one - and one for all Not one sided ever Work overlaps.

#### **GAVEL:**

This gavel is the symbol for your office, I admonish you to remember that although the majority rules, the minority always has a right to be heard. I place this gavel in your hand and I know you will use it wisely, courageously, and with justice for all.

- G Be Gracious always
- A Be Admirable to all
- V Be Versatile in ways of doing
- E Be Enthusiastic about plans and projects
- L Be Loyal, by knowing the laws and be loyal in speech and deed.

Do you pledge to faithfully uphold the bylaws and plan constructively for the organization? (The answer: I do)

Conclusion: (Turn to assembly)

And now do you, the members, pledge to faithfully and loyally support the officers you have elected? Greet your new officers and pledge your loyalty and allegiance by your applause.

#### INSTALLATION PRAYER

Our most gracious Heavenly Father, we bow our heads in prayer to ask you blessings and guidance for these officers and this membership.

We are ever mindful of our opportunities to be of service by our work in the School Nutrition Program.

We are grateful for the opportunities we have to serve and work with the Nation's children, so that we may contribute to the mental and physical growth of each child.

May we always be conscious of the fact, that as we serve our youth in the School Nutrition Program that You have said, "As you have done it unto the least of these by brethern, you have done it also unto Me."

Truly, we are in Your service and pray for Your continued blessings and guidance so that this association may grow in strength of members and value of services performed. We ask our prayer in the name of Jesus Christ our Lord and Savior.

Amen

Materials (Props) needed: Gavel and Breads: Plain brown rolls, sliced loaf, fancy and assorted bread, round loaf.

#### CANDLE INSTALLATION CEREMONY

It is with great pleasure that I present to you the Association for the year 20:	e following officers who have been elected to serve the
PRESIDENTSECRETARY	PRESIDENT-ELECTTREASURER

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 nutrition 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 nutrition.

As President-Elect you shall perform the duties and functions of the President whenever necessary in the

absence of the President and also assist the President whenever the need arises.

Will you please light your candle from the flame 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.

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

## <u>PLEDGE</u>

Will each newly installed officer raise her 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.

Installation 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 vote 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.

Materials (Props) needed: 1 red candle, 4 other candles, candelabrum

## CANDLE LIGHTING WHEEL INSTALLATION

I, as installing officer now declare the	School Nutrition Association in regular session.
	ay, as it is a time when we salute a new President, a eir willingness have agreed to accept responsibilities, e association.
It is a time when we pause to pay tribute to a retiring unselfishly of their time, energy, and talents.	g "President" and his/her "official family", for giving
brings to mind "ships", "movement", "action". The and low tides to bring you to this point, now they m	a theme, "Passport to Leadership". This of course, past "official family" has cruised through high tides nust relinquish their post. In this modern day world, ls we come back to the greatest invention – a circle
The wheel is a simple invention which has pushed many a ship on course.	the ages forward in almost every realm. It has kept
strong "spokes"; and you, the members, the "rim"	National Association; your newly elected officers, the upon which the wheel revolves into a one-ness of wheels – but as equals, trying to achieve new hopes ssionally.
The wheel cannot revolve effectively without the his association without one another, effectively!	ub, the spokes or the rim. We cannot revolve as an
Will the outgoing President please come forward (if a	a past president's pin is presented, have it done here)
Would the following please come forward:  President  President-Elect  Secretary  Treasurer	
	e and talents for the coming year. We must support, (meaning us as members), is going to perform its'

President – Candle symbolizes purpose: To encourage expansional and educational use of nutrition for the improvement of school, community and national health.

As President of School Nutrition Association and representing the "hub" of leadership from the hub into

the spokes. The candle's light represents aims of our association.

share of the responsibility.

President-Elect – Candle-to develop and maintain high standards for personnel and nutrition.
Secretary – Candle-to provide for exchange of ideas and to promote mutual help among members.
Treasurer – Candle-to further professional growth among members.
President, upon becoming President, you have assumed a place of honor, the highest gift of your fellow members and your greatest responsibility and opportunity for service. You must at all times represent them as a leader and speak not as an individual but in the name of School Nutrition Association. You must know your members and work with them. The success of the organization depends upon your attitudes and skills. You will perform all duties usually associated with the office of president, and represent us in the State Association. Do you accept these duties?
Your candle is the symbol of purposes – to encourage expansional and educational use of nutrition for the improvement of school, community and national health. Will you uphold this aim? Light your candle and place it in the spoke of the wheel.
President-Elect
Your candle symbolizes the aim of our association to develop and maintain high standards for personnel and nutrition. Will you endeavor to achieve this in your programming? Light your candle and place it on a spoke.
Secretary
, the office of Secretary to which you have been elected is not only one of the most important but it is also and inspiring one, as you are the keeper of records – not so much what is said, but indeed of what is done. It is you duty to strive for accuracy, completeness, and promptness. You are a liaison between the general public and the association and it is your duty to answer all letters promptly and to attend to all correspondence directed to you. Do you accept these duties?
Your candle symbolizes the third aim of our association – to provide for an exchange of ideas and sharing of experience and to promote mutual help among members. Light your candle and place it upon a spoke of the wheel.
<u>Treasurer</u>
, the office of Treasurer is a most important one. You are the guardian of the funds of the organization; you shall keep full and accurate account of all receipts and disbursements; you shall

work closely with the President and keep the members of the "official family" informed as to the financial health of our association and to see that our State and National dues are paid. Do you accept these duties? Your candle symbolizes the fourth aim of our association – to further the professional growth of the members. Will you hold high this aim of our association? Light your candle and place it upon the wheel.

All spokes are now connected with the rim of our wheel as we revolve onward.

Will all the newly installed officers raise their 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.
, as Installation Officer, I now declare you duly installed. May your light so shind and your wheel so turn in smooth operation, that the will roll on in service to the School Community, and the State and Nation.

Materials (Props) needed: Wheel (with hub and spokes)

Optional: Past President's Pin; 4 candles.

## CHEF INSTALLATION CEREMONY

we have chosen "The Chef" as a symbol of your office.
President Just as a Chef subtly blends in many ingredients to create a perfect dish – so will you blend together the many talents of the members to create a perfect program of work for our organization. Spice lightly, stir gently, serve with patience, and together, you and the members will have a wonderful year. As President, you shall serve as the Executive Officer of the organization, shall serve a Chairman of the Executive Board, and as ex-officio member of all committees except the nominating committee. The President shall appoint, subject to approval of the Executive Board, the Chairman, and members of all committees. It is your duty to set-up a time schedule for completion of the program of work and see that all orders, recommendations and resolutions are duly considered by the Executive Board.
President-Elect Chili Powder has been chosen to serve as the symbol of the office of President-Elect. Just as chili adds a special flavor to the foods it is used in, so shall you add a special touch to the organization by your assistance to the president and the program of work of the organization. Keep your enthusiasm high so that every member will be aware of, and influenced by the spice of your effort. As President-Elect, you shall assist the president in any way possible and be prepared to serve in the absence of the president. You shall serve on the Executive Board and as Chairman of the House of Delegates. Do you accept the responsibilities of this office?
Secretary, the Poppy Seed has been chosen as the symbol of your office. The many small seeds contained in one poppy seed are symbolic of the many pieces of correspondence you will handle for the organization. When you send meeting notices you could ask, "Are you cumin?" As Secretary, you shall be responsible for maintaining an accurate account of all meetings of the Association. The Secretary shall send notices of meetings to the Executive Board and House of Delegates. You shall also process all other correspondence of the organization. Do you accept the responsibilities of the office?
Treasurer
Area Representative

visit at least annually each chapter in your area. You will serve as a liaison between Executive Board and the members of your area. Do you accept the responsibilities of this office?

Materials (Props) needed: Chili powder, poppy seeds, mint, allspice

## COINS OF THE FUTURE INSTALLATION CEREMONY

Nutrition personnel, we are dedicated to serving the needs of our communities, the state and the nation. We pledge our hearts and hands to service; this is our spiritual and physical contribution. But because society has ruled it an exchange for need, money is a necessity in today's world. The uses we put money to, the spirit to which we spend it gives it a character plainly perceptible to everyone.
We must not forget the spiritual and physical part in our activities, which is to give of ourselves wholeheartedly and unselfishly. Money has little value to us unless it also has value to others. When a person dies, people ask, "How much money was left behind?" But the angels, as they look down, inquire, "How many good deeds have been sent on ahead?"
We are closing the books of School Nutrition Association for this year. What is written in them, the balance on hand, and unfinished projects are just being turned over to the new officers.
These new officers must write a new budget and plan to carry it out. These plans will determine how the "coins of the future" will be spent.
As <u>Secretary</u> , the activities and action of the School Nutrition will be recorded in your minutes. There are letters to be written. Local, state, and national association will look to you for answers to their mailings. This thin dime is to remind you to take ten minutes to send and answer all correspondence promptly. A "do it now" could return to you ten-fold.
As <u>Treasurer</u> you are the keeper of the "coins". There are obligations to be met within the School Nutrition and to the SN Association. Go by your budget. Pay only authorized bills, and keep accurate accounts. To remind you of all quarterly reports, here is a shiny new quarter. See that your income exceeds your outgo, so your upkeep won't be your downfall.
President-Elect, you have been chosen President-Elect for the coming year. Your enthusiasm should really make the association go. This half-dollar coin we assign to you. Don't allow any halfway procedures. The laws are written; there are no half ways in this association. You have the responsibility of getting the programs and assisting the president in any way that you can.
President

Materials (Props) needed: Coins – half-dollar; quarter; dime