

MSNA CHAPTER INSTALLATION CEREMONIES

- 1. Bouquet Ceremony**
- 2. Candle Installation**
- 3. Coins of the Future Installation**
- 4. Airplane Installation**
- 5. Chef Installation**
- 6. Kitchen Installation**

INSTALLATION CEREMONIES – GENERAL INSTRUCTIONS

INSTALLATIONS ARE IMPORTANT AS THEY BRING BEFORE THE MEMBERS THE AIMS AND IDEALS OF THE ORGANIZATION AND CHALLENGES THE NEW OFFICERS TO LEAD THE MEMBERS TOWARD THESE GOALS.

SUGGESTED PROCEDURES:

1. **The Outgoing President** says a few words about the term and what has been accomplished, and thanks the outgoing Officers and Chairpersons, then introduces the Installing Officer.

The Installing Officer is selected and invited by the Incoming President to perform the installation ceremony. (Suggestions: MSNA Board Member, Past President, Noted food service director, etc.) The Installing Officer has previously instructed the incoming officers on when and where to stand and the general procedure to be followed.

2. **The Installing Officer**, in a few BRIEF WORDS, thanks the outgoing officers in a body and they rise to applause.

The actual **INSTALLATION** is accomplished by the line of officers, ending with the President, with appropriate comments to each officer, Each answers that they accept the responsibilities. The Installing Officer then declares them "duly installed",

If corsages are used in the installation ceremony, appoint someone to hand them to the Installing Officer. Corsages are NICE but not really NECESSARY.

3. **The Outgoing President** MAY ask members to pledge support and loyalty.

The Outgoing President congratulates the Incoming President.

4. The **New President** presents the "Past President's Pin" to the Outgoing President. (It is a good idea to pin it on a small piece of ribbon or net. You can easily pin this on with a straight pin and save a lot of fumbling and time during the ceremony.)

5. The **Past President** presents the "Presidents Pin" to the New President.

6. The **New President** makes a BRIEF acceptance speech; announces committee appointments for the coming term; asks if there are any announcements; says "Is there any further business?" Then **ADJOURNS THE MEETING**.

SUGGESTED SEATING CHART FOR INSTALLATIONS



The incoming officers, after installation, either return to the assembly or take the places of the outgoing officers, who have quietly moved into the assembly as the incoming officers came forward.

BOUQUET INSTALLATION SERVICE

The Minnesota School Nutrition Association, Chapter _____ 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 chapter for the year _____.

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. Courage and strength were both needed for you to have the determination to succeed. As President of the _____ Chapter, you have worked with a sincere desire to make your term 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? **((Hand person red rose. 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 of the diplomacy and skill of the president officer. You will be the chief executive officer and preside at meetings 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. **(Hand person white flower.)**

To 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 food service. As President-Elect, you shall perform the duties and functions of the president whenever necessary; preside when he/she 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 **(Hand person white flower.)**

To Secretary _____: The flower of the secretary symbolizes mutual help and cooperation among the membership. As secretary you shall conduct correspondence at the requests 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. **(Hand person white flower)**

To Treasurer _____: The flower of the treasurer symbolizes the 4th aim of the 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? **(Hand white flower.)**

(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, be longing 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.

(Optional activity – all chapter members in attendance are given a flower prior to the installation ceremony: I will now ask each of the members 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 obligations as **members** as part 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.

(To Members) Each of you, as your officers have contributed to this bouquet, 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 the 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.

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 declare you to be duly installed officers of the _____ chapter of the Minnesota School Nutrition Association for the ensuing term of office. I now present your new president

_____.

(Congratulate each officer. Present the bouquet to the incoming president.)

Materials: 1 red rose, 4 white flowers; additional flowers for members if desired (optional)

CANDLE INSTALLATION CEREMONY

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 Chapter _____, 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 a goal 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 service 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 Chapter _____, 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 goal 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 absence of the President and also assist her/him 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 goal 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 Chapter, 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.

PLEDGE

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: (To Membership) You have by the democratic process, elected these officers to voice your wishes in matters relating to the functioning of your Chapter. 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.

INSTALLATION OFFICER: I now declare you to be the duly installed officers of the School Nutrition Association and Chapter _____ for the coming year.

Materials: 1 red candle, 4 candles of any color

COINS OF THE FUTURE - INSTALLATION CEREMONY

It is my great pleasure and privilege to be asked to officially install you duly elected new officers today.

Today we look into the future of Chapter _____. As SFS 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 in 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 whole- heartedly 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 Chapter _____ 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 **SECRETARY**, _____, the activities and action of Chapter _____, will be recorded in you minutes. There are letters to be written. Local, state and national associations 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" attitude will return to you ten-fold. **(hand coin to person)**

As **TREASURER**, _____ you are the keeper of the "coins". There are obligations to be met within Chapter _____. 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 expenditures, so your upkeep won't be your downfall. **(hand coin to person)**

PRESIDENT ELECT, _____, you have been chosen president-elect for the coming year. Your enthusiasm should really make the chapter 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 chapter. You have the responsibility of getting the programs and assisting the president in any way that you can. **(hand coin to person)**

PRESIDENT _____, I am sure following the "coins of the future" theme makes you aware of the high honor and faith the membership place in you as their leader for the coming year. Wealth is not expressed in terms of coins in Chapter _____. As president of Chapter _____, you are to maintain contact with local, district, and national associations to keep your members active and busy. These coins represent the "coins of the future" toward service to community, state and nation. Coins become collector's items. Some are used for good luck charms. **(Hand a pocket full of coins to person)**

May many of your coins be spent from the heart and not from the bank account. Love, friendship and a helping hand cannot be measured in coins, but at the end of the year you may count these "good deeds you have sent on before you."

MEMBERS: Count your blessings. Make a habit of investing and you will never lose interest.

(To the officers) You have been elected to represent Chapter _____. You will have a voice in how the chapter will spend the "coins of the future." Listen to the wishes of your members when changes are proposed and always vote for the betterment of all concerned. This shiny penny **(hand each a coin)** will be a reminder to each of you to spend yourselves wisely and bring new ideas and information for the benefit of all.

I now declare you officers duly installed.

Materials: Dime, quarter, fifty-cent piece, 4 pennies, miscellaneous change.

AIRPLANE INSTALLATION **(Have model plane on table in front)**

Installing Officer (to assembly): In many ways the Minnesota School Nutrition Association is like a well designed aircraft. A stable plane remains level in flight with little help from the pilot; resisting drag and the downward pull of gravity. The center of gravity assures steady flight, and it should be near what is called the Center of Lift. Your center of lift is love of children and concern for good nutrition. It holds you aloft, uses existing conditions to raise capacity, keeps you stable through stormy currents, helps Chapter _____ go forward on your flight to future of healthy, well nourished children.

To President: You _____, the president are the pilot controlling this aircraft, and keeping it in level flight. This is the highest honor of any member of the crew. Your knowledge and skills prevent shifts due to changes in the atmosphere or any tendency on the part of the ship to pitch or veer around its center of gravity. (May this **go-go watch** help you in scheduling your flight so that every minute is perfectly timed.)

To President Elect: You, _____ are co-pilot, assisting your president at all times, keeping an eye on weather conditions and instruments, and ready to take off when necessary. At times you may even have to take over if the President is unable to fly.) I hope this **compass** will help you fly in the right direction.

To Secretary: (Flight Engineer) _____ as secretary, you will record the meetings at almost the speed of sound. Everything you record will become a part of the permanent file to guide your successors. You will also take care of all necessary correspondence. I give you this **little book** so that you may accurately log all of your flights.

To Treasure: _____ You are the navigator. It will be your duty to keep the association informed of its financial standing so that they will not get lost in monetary bad weather. This is your **flight bag**. May it always be filled with currency, coins and checks.

To Membership: With this capable crew to command your ship the possibilities of your flight are unlimited. Will you as members of the Minnesota School Food Service Association promise to make reservations for this flight, board the plane, fasten your seat belts and fly first class.

Good luck to each officer, member of the crew and the membership for an exciting flight during the 20__ - 20__ school year.

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

Materials: Watch, compass, book (log), flight bag,

CHEF INSTALLATION CEREMONY

This year we have chosen "The Chef" as a symbol of your Executive 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 serve with patience, and together, you and the members will have a wonderful year. This recipe book (**hand person the book**) symbolizes the "blending together" of all the ingredients to create a wonderful whole.

As President, you shall serve as the Executive Officer of the organization, shall serve as Chairman of the Executive Board, and as ex-officio member of all committees. The President shall appoint, subject to approval of the Executive Board, the Chairman, and members of all committees. It is your duty set-up a time schedule for completion of the program of work and sees that all orders, recommendations and resolutions are duly considered by the Executive Board. **Do you accept the responsibilities of this office?**

President-Elect: _____, **Chili Powder (hand person this spice)** has been chosen to serve as the symbol of the office of President Elect. Just as chili powder adds a special flavor to the foods it is used in, so shall you add 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 influences 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.

Do you accept the responsibilities of this office?

Secretary _____, the **Poppy Seed (hand person this spice)** has been chosen as the symbol of your office. The many seeds contained in one poppy are symbolic of the many pieces of correspondence you will handle for the organization. As Secretary, you shall be responsible for maintaining an accurate account of all meetings of the Chapter. You shall also process all other correspondence of the Chapter.

Do you accept the responsibilities of the office?

Treasurer _____, **Mint (hand person this spice)** has been chosen as the symbol of your office and symbolizes the "green stuff" you will handle for our Chapter. Guard it carefully! Under you it shall flourish! As Treasurer, you shall have the responsibility for all funds of the Chapter, and submit an annual report.

Do you accept these responsibilities?

Members, you have by democratic process, elected these officers as your representatives. While you have invested the responsibilities to them, never forget they are only your spokesmen and these offices exist to serve you. We are the Chapter that truly reflects services and dedication.

I charge you, Chapter _____, with the responsibility of working together to reach our objective -- that of feeding our nation's children.

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

Materials: Recipe book, Chili powder, Poppy Seed, Mint

KITCHEN INSTALLATION CEREMONY

It is a privilege to be invited to install officers of Chapter"_____. First, I would like to express appreciation to the retiring officers and chairmen. For the past year, you have had the task of carrying forward the duties of your offices as leaders of a great team. You have performed your assignments with success. Continue to support and inspire the new leaders.

President _____, as a symbol of your office, I have chosen the **Blender**, just as a baker blends together the pastry ingredients and changes them into one, finely textured product, so you as the President will blend together the many abilities of your members to have a truly fine chapter.

As President you will be the chief executive officer. You will preside at meetings of the executive Board, exercise general administrative control over the association and perform all other duties usually associated with the office. Do you accept the challenge and responsibility of the office of President?

President-Elect _____, for the symbol of your office I have chosen a **skillet**. Cold, it is good for little more than storage. Warm, some products can be prepared. Hot, many products can be prepared quickly and well. Think of this skillet when you are planning chapter meetings. Put lots of ideas in, heat them and come up with outstanding programs that will help all our members better serve our students - the Nation's future!

As President-Elect, you shall perform the duties and functions of the president whenever possible and necessary: Preside during the absence of the President and assist the president when the need arises. Do you accept the challenge and responsibilities of the office of President Elect?

*(Optional President Elect verbiage – **tongs**)*

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 him/her whenever the need arises. These **tongs** are a symbol of readiness -- so you will be alert in "picking-up" where the President leaves off. We encourage 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 chapter. Do you accept the challenge and responsibilities of the office of President Elect?

Secretary _____, for your office, a **green plant** has been chosen. I hope that this plant will remind all of you that green is symbolic of growth. May your minutes and correspond reflect the continued growth for Chapter _____. Remember that the plant will not thrive without love and nourishment. So it is both our food and our love. As Secretary, you shall conduct the correspondence at the request of the President, and shall accurately record the minutes in a permanent book belonging to the association. Do you accept the challenge and responsibility of the office of Secretary?

*(Optional Secretary verbiage – **whisk**)*

Secretary _____, You shall record minutes of all meetings of the chapter in a permanent book kept for that purpose and take care of the chapter correspondence. In carrying out the duties of secretary, you will often have to be quick as a **whisk** to get all of the details and information of a meeting written down. Do you accept the challenge and responsibility of the office of Secretary?

Treasurer _____, your kitchen symbol is a **slotted spoon**. Many times in this year you will have to dip into the organization treasury. As you do this, remember this symbol. Always let something remain in the treasury for future activities. As treasurer you shall receive and have custody of

all funds of the association and deposit the same in the name of the association and to its credit. You will keep full and accurate accounts of receipts and disbursements in books belonging to the association. Do you accept the challenge and responsibilities of the office of Treasurer?

(To the Membership) You have, by the democratic process, elected these officers to voice your wishes in matters relating to the functioning of your Chapter. Yours, now, is the task of assisting them in every way possible.

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 declare you to be duly installed officers of the _____ chapter of the Minnesota School Nutrition Association for the ensuing term of office.

Materials: blender, skillet or tongs, green plant or whisk, slotted spoon.