

# Installations



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Revised: 5-10-2016**THE NATIONAL CONGRESS OF PARENTS AND TEACHERS** is an educational organization that seeks to unite the forces of home, school, and community on behalf of children and youth. Its Purpose is:

## **PTA PURPOSE**

- **TO PROMOTE** the welfare of children and youth in home, school, places of worship, and throughout the community.
- **TO RAISE** the standards of home Life
- **TO ADVOCATE** for laws that further the education, physical and mental health, welfare and safety of children and youth.
- **TO PROMOTE** the collaboration and engagement of families and educators in the education of children and youth.
- **TO ENGAGE** the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth.
- **TO ADVOCATE** for fiscal responsibility regarding public tax dollars in public education funding.

## **MISSION STATEMENT**

PTA is

- A powerful voice for all children,
- A relevant resource for families and communities, and
- A strong advocate for the education and well-being of every child.

## **PTA VISION**

Making every child's potential a reality.

## Missouri Congress of Parents and Teachers

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## INTRODUCTION

Newly elected PTA officers may be installed in a ceremony, but this formality is not necessary. (Terms of office are designated in the unit or council bylaws.) Each local association may develop its own installation ceremony, if it chooses to have one, or adapt a borrowed one to its own users.

It is hoped that this installation booklet will help the local Councils, PTA/PTSA units and Preschool units in the installing of their officers: however, you may use your imagination and write your own. There are no set patterns or traditions for installations.

This ceremony should fit the membership. Many units prefer a short installation and something more frivolous, some like it to be more formal and symbolic.

Following is the protocol that is suggested:

1. The president introduces the installing officer and thanks the outgoing officers and introduces the newly elected officers. After the ceremony, declares the new officers duly installed and congratulates them.
2. Officers may be seated or called forward one by one or in a group and asked to stand before audience or remain standing until they are duly installed in office.
3. The passing of the gavel from the retiring president to the incoming president serves to signify the passing of authority. The gavel is presented with the head of the gavel cupped in your hand so that the gavel may be lifted easily from your hand by the handle; thither in passing the gavel always pass with the hand crossing the body. The installing officer may present the gavel or if preferred the retiring president or some other designated person may do so. Also, in many installations, the pinning of the PTA president's pin may be included as part of the ceremony. Often at this point a past president's PTA pin may be presented to the retiring president.
4. The installing officer should brief all participating in the ceremony how it will be handled, exactly what to do, when and how.
5. Please feel free to call one of the Missouri PTA officers, Regional or Chairman, to perform the installation for you. Phone numbers are listed in the Missouri PTA's *Contact Magazine*.

# A SUGGESTED INSTALLATION CEREMONY

## **To our Retiring Officers**

Will (recite their names) please rise to be recognized? We express our gratitude to you for the devoted, effective service that has marked your tenure as officers, and we urge you to continue your efforts to promote the interests of children and youth. Thank you. Please be seated.

## **To the Continuing Officers**

Will (recite their names) please rise to be recognized? Will you provide ongoing support for the new officers who join you at this time? Answer, "I will." Thank you. Please be seated.

## **To the New Officers**

(Name each new officer and position in turn). Will you individually and together work toward the fulfillment of our objects in the service of children and youth? Answer, "I will."

The present and future of \_\_\_\_\_ PTA now rests on your beliefs and abilities, your commitment and powers of implementation, joined to the skills of the officers who will serve with you, and the faith and help of all other members of the association. Will you pledge yourselves to these people, that service? Answer, "I will."

## **To Audience of PTA Members**

Members of \_\_\_\_\_ PTA, please rise. Here are your new leaders for the coming year. They will need your encouragement and support. Do you promise them your loyalty and cooperation, in the names of the children of this school community? Answer. "I do."

## **To the New Officers**

With a strong belief in your abilities, with renewed hope for PTA, I now declare you duly installed officers for \_\_\_\_\_ (year).

Congratulations.

*From National PTA Resources Handbook*

## BELL INSTALLATION

The bell is a symbol of leadership. In the early history of the west, when pack trains were used to transport supplies to the frontier settlements, the horse that led the train was chosen with great care. There were no highways to follow and the trails were dimly marked. The lead horse had to be one who was capable, cautious, and courageous, for the safety of the whole train and the success of the journey depended on his having those qualities. When the train was ready to resume its journey at the beginning of each day, a bell was rung at the beginning of the day, a bell swung from the neck of the lead horse, and he was given a signal to advance. When the other horses in the train heard the ringing of the bell, they joined the procession and followed the leader.

Your chief capability as leaders is your ability to recognize ability in others. The test of your success will not depend so much upon how much work you are able to do as individuals, but upon how much work you can get other people to do, with the least effort, and with the greatest degree of efficiency. The lead horse did not get the horses in the train to follow him by ringing his bell clamorously; he just started in the direction indicated by the train master and the other horses followed instinctively. There is a hint in that technique for you:

Know where you are going and start moving in the direction.

Set your goals early.

Give appropriate advice to each officer being installed.

May these bells remind you of the challenge you have accepted. I now declare you duly installed officers of the \_\_\_\_\_PTA/PTSA. Best wishes for the coming year.

*NOTE: Plastic bells can be purchased where stores sell cake-decorating supplies. These can be made a gold color by using Rub and Buff and a small blue ribbon can be tied through the opening at the top of the bell.*

*Written by Joan Keiser*

## SOWING THE GARDEN

It's a pleasure and a privilege to be asked to install new officers for your PTA/PTSA. When we think of new officers we are reminded of new life for an organization. What better theme is there than the season of spring, which means to many of us, a reawakening and a new life. Faith was once defined as "the ability to believe what we cannot see." We prove the wisdom of it, as we plan for flower and vegetable gardens. Through long winter months we hopefully look forward to planting the tried and true varieties even as we resolve to experiment with some of the newer ones. All "green thumb" gardeners and each looking for the proper time for planting and the correct method of cultivating for their garden carefully study the Farmer's Almanac.

The weather forecast is for clear and sunny days. Just the kind of day you'll need for planning for your year's work. The tireless cultivation is accepted as a matter of course; obstacles to growth present only a challenge to be met.

Each spring proves our faith well founded for already green leaves give promise of beauty that will increase as weeks go by. All of us have need of spring's promise but just as gathering the flowers and vegetables in our garden helps to stimulate their blooming, so using our faith in unselfish service will cause it to grow in strength and beauty.

Through the years the members of your organization have believed in the Purpose, policies and principles of the National Congress of Parents and Teachers. You have given of your time and talent and you have sown much seed that others might learn from you. There is still much need for sowing seed and your task is not finished. The Purpose continues to chart our course. Psalm 126:6 tell us "He that go forth—bearing precious seed, shall doubtless come again with rejoicing."

As **Treasurer** \_\_\_\_\_, you shall receive all moneys of the association; shall keep an accurate record of receipts and expenditures and shall pay the local funds in accordance with authorization by the association. You shall present a financial statement at each meeting. And for your share in the garden, because money is often referred to as lettuce, here's the lettuce seed.

As **Recording Secretary** \_\_\_\_\_, you shall read the minutes of all meetings and perform all other duties delegated to you. Oftentimes in organizations it is said that the larger job goes to the secretary and if this proves true, you'll need to keep cool as a cucumber, so I thought you'd need these cucumber seeds.

As **Vice-President** \_\_\_\_\_, you shall serve the president in all ways you can. Yours is a big job, because you are also responsible for the programs. This is the real trimming of the organization. And, because parsley is used as a garnish and seasoning, I am giving you these parsley seeds. Parsley is very productive and you will find that in good programming you will produce interested and enthusiastic membership.

As **President** \_\_\_\_\_, your duty is to preside at all meetings and to perform such other duties as may be prescribed by the bylaws of the association. To assure that our work of helping all children will continue tomorrow, you are also to work diligently in the training of new leaders, and yours is the flower seed. The queen of the garden, by your grace and your poise and friendly spirit, the flowering development of this group is determined.

To you the members, you have elected these officers as your leaders for the coming year. They need your support and encouragement. Do you therefore pledge them your loyalty and willingness to help them carry forward the work of the association. It's up to you to turnip at meetings. Without you, there would be no meetings. You can help us by squashing rumors and misunderstandings. This will strengthen your unit and enable it to better helps boy and girls. We must not only plant seeds, we must tend the garden. Keep your garden clean of weeds of indifference, prejudice and envy. Water it with kindness. Be a friend to all who attend. Enlist the help of all and see your garden grow. If you are willing to do your part, will you please answer—*I will.*

To you the officers, as officers of the \_\_\_\_\_ PTA/PTSA you hold responsible positions. The duties and opportunities for service that await you will challenge your devoted effort. I acknowledge your intention to serve faithfully and to the best of your ability. With sincere pleasure in receiving you, I declare you the duly installed officers of the \_\_\_\_\_ PTA/PTSA.

### **CONGRATULATIONS!**

*Some units install Historians, should this be the case following is the part for a Historian. As **Historian** \_\_\_\_\_, yours is the job that is often viewed by the members, as you shall take care of the history of the association. And because you will need your eyes for reading the history to the membership and in the writing of the history and because they tell me carrots are good for the eyes, please accept these carrot seeds for the \_\_\_\_\_ PTA/PTSA garden.*



# VITAMIN INSTALLATION

Thank you Madam (Mr.) President.

Will the following officers elect please come forward as I call their names.

**PRESIDENT** \_\_\_\_\_  
**1<sup>st</sup> VICE PRESIDENT** \_\_\_\_\_  
**2<sup>nd</sup> VICE PRESIDENT** \_\_\_\_\_  
**SECRETARY** \_\_\_\_\_  
**TREASURER** \_\_\_\_\_

\_\_\_\_\_ has asked me to install your new officers and I am most happy to do this for you, for PTA is a group that is really great, with me you're tops, you really rate.

\_\_\_\_\_ is a school that is really alive; \_\_\_\_\_ and \_\_\_\_\_ staff sure makes it thrive.

It has been often been said that vitamin pills are good for major ills, so today I prescribe for each of you a pill to make you feel like new.

Vitamin L stands for leadership, they say that these vitamins will help you along the way. To keep you feeling fit and fine to help keep your sound mind clear. It will furnish the enthusiasm you will need to keep this unit from going to seed. Please do not have any fear; I know you'll have a super year.

\_\_\_\_\_, you'll also take some vitamin A so you can aid our president every day. Vitamin A will always keep you on hand for you are the president's right hand man. You are to lift the burden of all her tasks. Be willing to do whatever she asks. You'll have such vigor and vitality, the busiest gal in your locality; take this peppy prescription every day and you'll reach every goal along the way.

\_\_\_\_\_, you also will take some vitamin A to aid these officers all the way. Your knowledge and wisdom they often will need, Advice from the school they surely will heed. For home and school must work hand in hand, to promote the Purpose for which we stand.

\_\_\_\_\_, being secretary is your station. Take these pills and you'll be best in the nation. Writing good minutes is really an art and these W vitamins will do their part, so your records will be written in a scholarly way, please start taking your vitamin W today.

\_\_\_\_\_, the job of treasurer has fallen to thee, so your pills will be vitamin T. Be accurate as you keep your book, remember the auditor will take a good look, if you take the vitamins as specified we know with yourself you'll be satisfied. Your treasurer's books will always be right and they will make a pleasing sight. Taking care of all money is quite a job and not always funny!

Now each of you *has* your specified pills---therefore---this unit should have no ills. We know you'll do the best that's in you to make the memberships faiths continue.

To the members of this PTA/PTSA and Preschool association I now prescribe this great sensation. Its Vitamin Complex PTA to give you pep along the way. Let your officers feel your full support, be sure to listen to each report.

Now don't swallow these pills! I doubt you could manage it your throat is quite small, it surely might damage it

*Some units install Historians, should this be the case following is the part for Historian.*

\_\_\_\_\_, your job is to record history, so activities of the \_\_\_\_\_ PTA/PTSA will be no mystery. Write a humorous log to make us laugh; Vitamin H will cut your work in half. A pill in the morning and one at night, you'll never wonder what to write.

*You may purchase jawbreakers or any type of large candy etc., large empty capsule with the duties of the officers put in the capsule.*

# YOUNG THOUGHTS INSTALLATION

*Before the meeting the installing officer locates a group of children and has them write out their thoughts as to what the duties of each officer are. These thoughts are then mounted so that they can be presented to each officer after they have been read at the meeting.*

## INSTALLING OFFICER

The PTA occupies a worthy place in all communities. Through the years, the aims and ideals have remained the same, but always we interpret them in terms of the ever-changing trends and demands of our times. The installation of a new group of officers is one of the most stimulating experiences in PTA life. This installation service brings to your officers with new ideas, initiative and enthusiasm. You have indicated your faith and trust in your elected officers to serve for the coming year. Their service and accomplishments depend largely on your cooperation. Fellowship is as important as leadership.

Will the new officers please come forward?

Many times we wonder what a child thinks when he or she learns that new officers are elected. Does he ask what the duties of the president or treasurer are? To give us his or her ideas about what each officer does are (Name of the group of children). Let us begin with the Historian-  
*(Child reads thoughts and then presents these to the person elected to serve.)*

TREASURER

CORRESPONDING SECRETARY

RECORDING SECRETARY

VICE-PRESIDENT

PRESIDENT

As officers, you hold responsible positions. The duties and opportunities for service that await you will challenge your devoted efforts. It is with sincere pleasure that I now declare you duly installed officers of the \_\_\_\_\_ PTA, a local unit of the Missouri Congress and the National Congress of Parents and Teachers. Congratulations and best wishes for the coming year!

*(Thank the Children for their assistance.)*

# COLORFUL INSTALLATION

*Props: A White Candle-ribbons of red, orange, green and blue*

## INSTALLING OFFICER

In the spring the world comes alive again. Color is everywhere, green grass, redbuds, yellow jonquils, and lilacs, making one glad to be alive in new beginnings.

Maybe this is why spring is a good time to have installations—new beginnings for a world and for an organization. And at every installation time we are reminded again that we can give our talents and our time that by working together we might benefit children and youth and in so doing find renewed life and purpose for ourselves.

The members of any organization can bestow no higher honor upon a person than to choose that individual to serve as an elected officer. This the members of \_\_\_\_\_PTA/PTSA have done. (*READ THE PURPOSE*)

## *(LIGHT THE WHITE CANDLE)*

I light this white candle. It could stand for the child, the school, and the community. It is an eternal light. The white color must be added to insure the continued growth of these important parts of our lives. These colors must be chosen wisely. We should add the gold of sunshine, the green of growth, and the blue of fidelity to start with. Working together we use these colors and the training in the work of our organization to form strength. You have chosen your leaders carefully remembering that these individuals have the ability to work hard and overcome disappointments. These leaders bring color to our organization to insure its continued growth.

**Historian,** \_\_\_\_\_. Your color is blue. Blue stands for truth. Yours is the task of being well informed about your unit so you can write the history. The years have a way of making the memory fade, so be sure that your history is a true record for it will live long after you.

**Treasurer,** \_\_\_\_\_. Your color is green. Green represents growth and also represents money. To you, the treasurer, is given the important task of keeping the accounts and having charge of the money. No expenditures are to be made without the consent of the executive committee or membership. A written report must be given at each meeting.

**Secretary** (or Secretaries), \_\_\_\_\_. Your color is also blue. Remember blue stands for truth. Your records are to be kept and also become history so be certain that they are accurate. You must be responsible for all correspondence. Be on time to all meetings as your presence is necessary.

**Vice-President(s),** \_\_\_\_\_. Your color is orange. Orange stands for warmth and steadfastness, the president turns to you when the load gets heavy. Be warm. Be prepared to take his place at all times. Your president will look to you for encouragement and inspiration to help him across many undertakings.

**President.** \_\_\_\_\_. Your color is red. Red is the badge of courage, and you will need courage as well as perseverance for the demanding responsibilities of your job. Your membership has conferred on you the high honor of being their leader. Love your work and those with whom you work. You must put forth every effort to guide your fellow workers in their labors to better serve the children and youth of this community.

You, the members are the strength of this organization. Your colors are many. Your color is green. Green is envy of those serving youth, if you too are not willing to help. Your color is blue if you have not paid your PTA dues; your color is gray if you are not helping the school in educating the community as to its programs and needs. Your color is red if you attend all PTA meetings, participate in PTA activities, support your leaders, pay your dues, and are truly interested in the education of children and youth.

It has indeed been a pleasure to install you and to declare you the duly elected Officers of the \_\_\_\_\_ PTA/PTSA. In your hands is a golden day of opportunity, and I see a rosy future for your PTA/PTSA and for this school.

**Congratulations!**

## ARTIST'S PALETTE

This day marks officially the close of an administration. Like an artist who transforms a blank canvas into a painting that lives forever, each outgoing officer has painted in bright colors a record for progress that will stand as long as there are Parent-Teacher Associations. This day also marks the beginning of a new administration with new officers facing the blank canvas of their new tasks. The colors you use are PTA ideals, embodied in the Purpose. Let us hear them again and meditate on their meaning. Please rise.

*(All rise while the installing officer reads the PTA Purpose aloud.)*

You may be seated.

Will the elected officers please come forward?

To each of you I give a set of paints, as a reminder of the ingenuity and discipline you must bring to your jobs.

\_\_\_\_\_, as Historian, you will record the background against which the main action takes place.

\_\_\_\_\_, as Treasurer, you will be concerned with the dimensions of our finances.

\_\_\_\_\_, as Secretary, you will paint our activities in vivid colors, for the sake of perfect communication.

\_\_\_\_\_, as vice-president you will supplement your president's work, striving toward the "divine proportion" of great paintings.

\_\_\_\_\_, as President, you will direct the work of all artists on the painting, so that it will truly represent our association's work.

Newly elected officers of the \_\_\_\_\_ PTA/PTSA, do you agree to follow the Purpose of the Missouri Congress of Parents and Teachers and the National Congress of Parents and Teachers, to observe the bylaws, and to the best of your ability discharge the duties of office to which you have been elected?

OFFICERS: "We do."

TO MEMBERS: And do you, the members of the \_\_\_\_\_ PTA/PTSA who have elected these officers to their respective positions, do you pledge then your support, your active assistance, and your encouragement throughout their term of office?

MEMBERS: "We do."

*(Turn to officers)* I now declare you duly installed officers of the \_\_\_\_\_ PTA/PTSA

## ROSE INSTALLATION

The rose is America's favorite flower and a flower of exceptional beauty. I feel that each child is our favorite flower and a bud, which will bloom into a flower of exceptional beauty. The rose has been chosen as the theme of this installation ceremony.

\_\_\_\_\_, you have been elected treasurer of this organization and you, too, are a perfect part of the rose. The rose has thorns for a very specific purpose—to guard against molestation, which will detract from perfect growth. As the thorn protects the rose, I admonish you to protect the funds and to handle them with diligence, efficiency, and to the very best interest of the organization. “Thorns may hinder or protect, the choice is up to you, do well your part in every way, the finest rose to view.”

\_\_\_\_\_, as historian of this PTA/PTSA, your job may be compared to the fragrance of the rose for it is usually by its fragrance that a flower is identified. So may your unit be identified from your notes and records of their accomplishments and remembered for their performance.

\_\_\_\_\_, you have been elected to serve as secretary. In this capacity, you will find upon every rose stem, the leaves which indicate a strong and healthy plant and lead to the beauty of the rose itself. So may the leaves of your secretary's book record the events of this organization through the coming year. Accuracy and care are essential to produce a record, which will endure through the years to come. “No rose attains perfection if its leaves fall on the ground, hardy foliage precedes the bloom, so make leaves true and strong.”

\_\_\_\_\_, you have been elected to the second highest office for the ensuing year. Your positions in this organization may be compared to the stem of the rose, to support your presiding officer as the stem gives nourishment and sustenance to a perfect flower, and to hold her highest ideals, so like cherished blossoms in a garden, your organization may be a credit to the members and an important factor in the life of your community. “The stems that hold the roses must be sturdy, straight and strong, if the blooms are filled with beauty and hold their fragrance long.”

\_\_\_\_\_, your office is the highest plane in the organization and combines all the talents necessary to produce maximum efficiency and unity. Your position is like the full-blown rose, radiant and ultimate in perfection. Do well your part in the coming year, combining the efforts of the stem, the leaves, the petals, the fragrance, the color, the roots and the size, so your organization may spring forth like a garden of Eden, direct the course of this organization so that at the end of this year, you may sum up your accomplishments in these words: “This world that we're living in, is mighty hard to beat; you get a thorn with every rose, but aren't the roses sweet?”

I now declare the officers of the \_\_\_\_\_ PTA/PTSA for the year duly installed. I know that each of you will be true to our ideals and Purpose. The world needs men and women who can be depended upon, who put others before themselves, and who are not afraid to stand up and be counted. If you carry out our Purpose and ideals of this organization then at the end of the coming year we can truthfully say that you have done a real service.

Now, do you as officers accept the charges assigned to you for the ensuing year? Do you promise to fulfill your duties to the best of your abilities? Will all the members of the units rise? As members, you have heard your officers accept their responsibilities, which have been compared to the making of a perfect rose. Officers alone cannot make an organization any more than a rose can grow without cultivation and care. You are the gardeners. Cultivate your rose, with words of kindness, fertilize its growth with directed effort, weed the soil of harmful elements, and be punctual, willing and energetic in promoting inward and outward harmony.

God made a rose and left it here, for each of you to share its fragrance, growth and beauty depend upon your care”

As member of the \_\_\_\_\_ PTA/PTSA, do you promise to support these officers to the best of your ability?

Thank you and you may be seated. Your officers for the ensuing year are now duly installed.

CONGRATULATIONS to each one of you.



## PLANT a GARDEN

It has been said that, “nothing is certain in this life except death and taxes.”

In the spring, we can be reasonably sure that two other things will happen. We have elections of officers and the urge to plant a garden. Most of us feel that the grocer will take care of our food needs, so we plant flower gardens.

For you, \_\_\_\_\_, as President of this unit, your flower will be the symbol of love, warmth of feeling, and a high personal regard for the welfare of children. The office of President is a responsible one. It will be your privilege to work for the harmony, efficiency and the best interest of this unit. You will preside at all regular meetings, call special meetings when necessary and exercise a general supervision over all activities. May you realize that leadership determines, in a large measure, the value of your work. Will you \_\_\_\_\_ accept these responsibilities by taking this flower?

\_\_\_\_\_, you are the newly elected vice-president. Your flower symbolizes your faith and trust in this unit. It shall be your duty to assist the president and in his absence, fulfill his responsibilities with due credit to yourself and to this unit. Will you \_\_\_\_\_ accept the responsibilities of this office?

\_\_\_\_\_ has been elected to the office of secretary. This office calls for accuracy, and for prompt and careful attention to details. It is the duty of the secretary to record the proceedings of all general meetings. You will also take care of any correspondence delegated to you by the president. Your flower will symbolize growth, for in your minutes will be the record of the growth of this unit. \_\_\_\_\_, will you accept this position?

\_\_\_\_\_, you are the newly elected treasurer and your flower will symbolize wealth. You will receive the dues, keep a careful record of the monies of this unit and make a monthly report. It is the duty of the treasurer, to handle the funds of the unit as directed by vote. The wealth of this unit will be placed in your keeping. \_\_\_\_\_, will you accept this office?

\_\_\_\_\_, as Historian, you compile the historical record for your term of office. The roots of the future lie buried in the past, and your records will show in the days to come, that the seeds which were planted and tended with devoted service “yielded fruit a hundredfold.” \_\_\_\_\_, will you accept this office?

At the close of this coming year, may your bouquet of memories contain only worthwhile accomplishments.

Each of you holds in your hand a flower. It is beautiful, and perfectly formed, but alone it isn't impressive. Now, will you please hold your flowers together? By bringing these flowers together, you created a bouquet.

As individual officers, you may perform the duties of your office efficiently---but to make a successful unit, you must work together.

It has been my pleasure to install you in your respective offices as officers of the \_\_\_\_\_ PTA/PTSA.

CONGRATULATIONS and Best Wishes.

## RIBBON INSTALLATION

*Props: Ribbons in different color for each officer. About 4 yards of each, joined together at one end in a bow or knot, so that this end can be placed in the hands of the President, while the others ends are held by the officers.*

It is with great pride that I accept the honor of being your installing officer today. I would like to begin this ceremony with a quotation from Kipling's poem "Together":

*"When crew and Captain understand each other to the core, it takes a gale and more than a gale to put the ship ashore."*

For the one will do what the other commands, although they are chilled to the bone, and both together can live through weather that neither could face alone.

None of us can stand alone. It is only together that we can accomplish our purpose. And fortunately, we do stand together. That has been our record, and it always will be. Our ribbon ceremony today illustrates this closeness. Will the elected officers please come forward?

To you, \_\_\_\_\_, and to you, \_\_\_\_\_ vice-presidents, I hand you blue ribbons. This color stands for truth, respect, honor and integrity. It is your duty as vice-presidents to prepare yourselves for the tasks that lie ahead. You will act, as aides to the President and, in the order that has been duly prescribed; will preside in the President's absence.

To you, \_\_\_\_\_, Recording Secretary, I give you the white ribbon, white for purity and clarity. It is your duty to maintain accurate, clear records of all business transacted by this PTA/PTSA.

To you, \_\_\_\_\_, Treasurer, I give the ribbon of golden yellow, the color of abundance and honesty; you will keep an accurate account of the treasury, which we hope will be a full one.

And to you, \_\_\_\_\_, President, I give the reins of leadership. (Place tied end joining all the ribbons in the president's hands.) All these qualities are yours to guide and encourage. Guard them well.

In closing, let us recite together our Purpose.

Installing officer reads Purpose.

(To Officers) I now declare you duly installed officers of the \_\_\_\_\_ Parent-Teachers Association for the year \_\_\_\_\_.

## “SHIPS” INSTALLATION BY MARIE HARPER

We are about to launch our PTA/PTSA ships, so that you and your newly elected officers may begin a twelve-month voyage.

As Parents and Teachers, your ship in our convoy is the “Membership.” Membership is but one of the important ships on the horizon of an active and productive PTA/PTSA unit.

Our Purpose as set forth by the National Congress of Parents and Teachers has guided our ships for many years: they continue to chart our course. Please stand while I read them, so we may dedicate ourselves anew to their fulfillment.

### PTA PURPOSE

- **TO PROMOTE** the welfare of children and youth in home, school, places of worship, and throughout the community.
- **TO RAISE** the standards of home Life
- **TO ADVOCATE** for laws that further the education, physical and mental health, welfare and safety of children and youth.
- **TO PROMOTE** the collaboration and engagement of families and educators in the education of children and youth.
- **TO ENGAGE** the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth.
- **TO ADVOCATE** for fiscal responsibility regarding public tax dollars in public education funding.

Members of the \_\_\_\_\_ PTA/PTSA, you have elected these leaders to serve as your crew for the \_\_\_\_\_ school year. They need your encouragement and support. Do you pledge to them your loyalty and your willingness to help them carry forward the work of this association? Then answer “I DO”. You may be seated.

\_\_\_\_\_, as President, your ship is the flagship or “leadership”.

\_\_\_\_\_, as Vice President, your ship is “partnership”.

\_\_\_\_\_, as Secretary, your ship is the “recordership”, a very important ship.

\_\_\_\_\_, as Treasurer, your ship is the “stewardship”.

Other important ships in our convoy are citizenship, relationship, fellowship, workmanship, followship, and friendship.

Will you represent the \_\_\_\_\_ PTA/PTSA that the dignity and worth of Parent-Teacher work may be upheld before the community and to the honor of those who have elected you?

Then answer, "I will".

As officers of \_\_\_\_\_ PTA/PTSA, you hold responsible positions with duties and opportunities for service, which will challenge your devoted effort. Will you, as PTA officers, uphold and advance the ideals of democracy, transmitting them as far as lies within your power, to all with whom you come in contact?

Then answer, "I will".

I acknowledge your intention to serve faithfully and to the best of your ability. May your convoy of PTA ships move forward on the horizon and be remembered as a most successful voyage. With sincere pleasure, I declare you duly installed officers of the \_\_\_\_\_ PTA.  
BON VOYAGE!

*Variation: Can be added after treasurer.*

\_\_\_\_\_ as Historian you will record in your log book all notable events of this voyage.

*Construction paper ships can be made to given to each new officer*

*Marie Harper, Logan PTA, Rogersville, Mo.*

# OSAGE PTA INSTALLATION

An installation is neither an end nor a beginning of an organization. It merely marks another step in the organization's progress and an important event in its history. With a new administration, generally come fresh enthusiasm, new thoughts and ideas for the future development of the organization.

We wish to thank the officers who served during the past administration. We thank you for a job well done.

For the new officers it is an honor to be elected to serve as an officer of the \_\_\_\_\_ PTA/PTSA. The members have shown faith in you to carry out your duties in helping not only your children but in working through PTA to help all on the children in the district in any way a PTA can, working with the administration and teachers and by providing whatever we can do above and beyond the abilities of the school.

Your willingness to serve and to discharge the duties of your office to the best of your knowledge and abilities is a big step towards a successful term of office and a deep feeling of satisfaction will be derived from duties well performed.

## DO YOU PLEDGE YOURSELF TO THIS SERVICE?

\_\_\_\_\_, as immediate past president, you have been elected to the office of Historian. Having been president, you are to help the new president with any question that they may have. You are to collect articles from the paper and make a record of activities for the present president's term of office.

\_\_\_\_\_, you have been elected to serve as treasurer, to you is entrusted the collection, holding, disbursement and reporting of the funds of the \_\_\_\_\_ PTA/PTSA.

\_\_\_\_\_, as secretary, it will be your responsibility to keep an accurate record of the business transactions of the board and general meetings of the PTA/PTSA. This requires faithful attendance and constant attention in order that your records will be accurate.

\_\_\_\_\_, you have been chosen as second vice president. It is your job to see that the committee chairman for each activity carries out the fund raising activities adopted by the PTA/PTSA board. This is important, as these activities will help finance special needs for the students and school above and beyond those provided by the school.

\_\_\_\_\_, you have been elected as first vice president. Your job is to assist the president whenever called on and in the presidents absence you are to fill in to carry out those duties. You are also responsible for getting interesting programs for the general meetings.

\_\_\_\_\_, the members have elected you as their president, as their leader. It carries with it honor and responsibility. You will give the PTA direction and preside at all meetings. You will supervise all of the committees and officers.

Be cautious in your words and just in your rulings and administer wisely. It will be up to you to maintain harmony, to promote friendship, to keep up with the state and national organizations and to set a standard of dignity and efficiency in carrying out the plans and directions of the PTA Board.

I now declare you duly installed in your offices.

# CORSAGE INSTALLATION

*(Officers are given a corsage in their color.)*

It is my pleasure today to install the officers of the \_\_\_\_\_ PTA/PTSA. Will the newly elected officers please come forward?

HISTORIAN, \_\_\_\_\_, your color is blue. Blue stands for truth. Yours is the task of being well informed about your unit so you can record the history. The years have a way of making the memory fade, so be sure that your history is a true record for it will live long after you. Do you accept the duties of this position?

TREASURER, \_\_\_\_\_, your color is green. Green represents growth and also represents money. To you, the treasurer, is given the important task of keeping the accounts and having charge of the money. No expenditures are to be made without the direction of the executive committee or membership. Do you accept the responsibilities of this position?

SECRETARY, \_\_\_\_\_, your colors are white and blue. White is for purity and blue is for truth. It is your duty to maintain accurate, clear records of all business transacted by this unit. Your records will also become history so be certain they are accurate. You are a very important asset to this association: your presence is necessary at all meetings. Do you accept the responsibilities of this position?

VICE-PRESIDENTS. Your color is yellow. Yellow stands for warmth and steadfastness. The president turns to you when the load gets heavy. It is your responsibility to assist the president in any way requested and to preside in his absence. Your president will look to you for encouragement and inspiration to help this association accomplish great goals.

FIFTH VICE, \_\_\_\_\_, Department of Education. Your responsibilities include program, Founders Day, Cultural Arts/Reflections and PAFLE. Do you accept the responsibilities of the position?

FOURTH VICE, \_\_\_\_\_, Department of Public Service. Your responsibilities include health and safety, and legislation. Do you accept the responsibilities of this position?

THIRD VICE, \_\_\_\_\_, Department of Promotion. Your duties include membership, public relations and grapevine/handbook. Do you accept the responsibilities of this position?

SECOND VICE, \_\_\_\_\_, Department of Extension. Your duties include PTA publications, PTSA scholarship. Do you accept the responsibilities of this position?



FIRST VICE, \_\_\_\_\_, Department of Organization. Your first duty is to be an aide to the president. Also you are responsible for procedure/bylaws, historian, budget/finance and fundraising. Your office is a very busy one. Do you accept the responsibilities of this position?

PRESIDENT, \_\_\_\_\_, your color is purple. Purple is symbolic of nobility and leadership. You are chief steward in this PTA. Your membership had given you the honor of being their leader. It is your duty to preside over all meetings of this association and to put forth every effort as you guide your group in their work to better serve the children and youth of this community. Do you accept the duties and responsibilities of this position?

I declare you the duly elected and installed officers of the \_\_\_\_\_ PTA/PTSA.  
Congratulations and good luck.

*Kathy Stephens*

## CANDLE/ROSE INSTALLATION

Will the newly elected officers please come forward?

I have given each of you a candle with a rose. The rose is symbolic of love. I know that each of you has a deep love and concern for the welfare of children or you would not volunteer so much of your time to make this world a better place for all children. But we are not just volunteers; we are advocates for children. We are voices for children who would not be heard. I thank you for being advocates for children.

*(LIGHT A WHITE CANDLE)*

I light this white candle. It represents the child, the school, and the community. It is an eternal light. To white, colors must be added to insure the continued growth of these important parts or our lives. We add the yellow of sunshine, the green of growth, the blue of fidelity, the white of purity and the purple of leadership. You have chosen your leaders carefully remembering that these individuals have the ability to work hard and overcome obstacles. These leaders bring color to our organization to insure its continued growth.

HISTORIAN, \_\_\_\_\_, your color is blue. Blue stands for truth. Yours is the task of being well informed about your unit so you can record the history. The years have a way of making memory fade, so be sure that your history is a true record for it will live long after you. As we light your candle, do you accept the responsibilities of this office?

TREASURER, \_\_\_\_\_, your color is green. Green represents growth and also represents money. To you, the treasurer, is given the important task of keeping the accounts and having charge of the money. No expenditures are to be made without the direction of the executive committee or membership. . A written report must be given at each meeting. As we light your candle, do you accept the responsibilities of this office?

SECRETARY, \_\_\_\_\_, your color is white, white for purity and clarity. It is your duty to maintain accurate, clear records of all business transacted by this Unit. Your records will also become history so be certain they are accurate. You are a very important asset to this association; your presence is necessary at all meetings. As we light your candle, do you accept the responsibilities of this office?

VICE PRESIDENTS, \_\_\_\_\_, your color is yellow. Yellow stands for warmth and steadfastness. The president turns to you when the load gets heavy. It is your responsibility to assist the president in any way requested and to preside in his absence. Your president will look to you for encouragement and inspiration to help this organization accomplish great things.

FIFTH VICE, \_\_\_\_\_, Department of Education. Your responsibilities also include character and spiritual education, program, cultural arts, Founders Day, parent involvement, and reading library and audiovisual. As we light your candle, do you accept the responsibilities of this office?

FOURTH VICE, \_\_\_\_\_, Department of Health and Public Services. Your responsibilities include youth issues, clothing bank, environmental issues, health/emotional, health and safety. As we light this candle, do you accept the responsibilities of this office?

THIRD VICE, \_\_\_\_\_, Department of Promotion. Your responsibilities include hospitality and homeroom services, membership, PTA publications and public relations. As we light your candle, do you accept the responsibilities of this office?

SECOND VICE, \_\_\_\_\_, Department of Extension. You responsibilities include the Gertrude McBride Student Fund, middle school and PTSA, preschool PTA, and scholarships and continuing education. As we light your candle, do you accept the responsibilities of this office?

FIRST VICE, \_\_\_\_\_, Department of Organizational Development. You are an aide to the president and must be ready to preside in her absence. You are also responsible for the bylaws, historian, legislation, and resolutions. As we light your candle, do you accept the responsibilities of this office?

PRESIDENT, \_\_\_\_\_, your color is purple. Purple is symbolic of nobility and leadership. You are chief steward in this PTA/PTSA. Your membership had given you the honor of being their leader. It is your duty to preside overall meetings of this association and to put forth every effort as you guide your group in their work to better serve the children and youth of this community. As we light your candle, do you accept the responsibilities of this position?

It has been a great pleasure to install you and declare you the duly elected and installed officers of the \_\_\_\_\_ PTA. Congratulations and Good Luck.

*Kathy Stephens*

# CANDY BAR INSTALLATION

It is my pleasure tonight to install the officers of the \_\_\_\_\_ PTA. Would the newly elected officers please come forward?

You, the new officers, come to carry on the high standards and energetic work of your predecessors. You have consented to serve as leaders of the PTA unit. In accepting your responsibility, you have endorsed and signified your belief in and support of the PTA Purpose which is:

- **TO PROMOTE** the welfare of children and youth in home, school, places of worship, and throughout the community.
- **TO RAISE** the standards of home Life
- **TO ADVOCATE** for laws that further the education, physical and mental health, welfare and safety of children and youth.
- **TO PROMOTE** the collaboration and engagement of families and educators in the education of children and youth.
- **TO ENGAGE** the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth.
- **TO ADVOCATE** for fiscal responsibility regarding public tax dollars in public education funding.

You are consenting to work faithfully for the attainment of the Purpose. You must each feel your own responsibility to work to improve the quality of life of children and youth. Will each of you try to do your best during the coming year in office?

PARLIAMENTARIAN, \_\_\_\_\_ your color is blue. Blue stands for truth and organization. Parliamentary procedure is nothing to SNICKER about. It is your responsibility to be familiar with Robert's Rules of Order so that you may advise this association on parliamentary procedures so that your meetings will run smoothly.

TREASURER, \_\_\_\_\_ your color is green. Green represents growth and money. Here is a "\$100 GRAND" to get you started as you collect the money and pay the bills. No expenditures are to be made without the direction of the executive committee or membership. A written report must be given, at each meeting.

SECRETARY, \_\_\_\_\_ your colors are blue and white. Blue is for truth and white is for purity and clarity. You must never use the word "WHACHAMACALLIT". Your minutes become the history of the association so always listen carefully and record the activities and transactions of this association accurately. Your presence is required at all meetings.

VICE-PRESIDENTS, \_\_\_\_\_ your color is yellow. Yellow stands for warmth and steadfastness. As an aide to the President, you will be called on in a “CRUNCH”. Be prepared to introduce programs and preside when the President is absent.

PRESIDENT As the President, you are the leader. Your color is purple. Purple is symbolic of nobility and leadership. It is your duty to preside over all meetings of this association. Although you don't have “PAY DAYS” the rewards you will receive, as President will bring you much satisfaction and “ALMOND JOY”.

MEMBERSHIP, it is my pleasure to introduce to you the newly elected and installed officers of the \_\_\_\_\_ PTA/PTSA. These officers are ready and willing to serve you and will expect many “Hugs” in return.

CONGRATULATIONS AND GOOD LUCK!

*Kathy Stephens and Linda Poehlmann*

## PEBBLE INSTALLATION

(Elected officers come up and stand or sit behind installing officer at time of installation. You may bring a sack of pebbles to give each new officer, or give each officer one pebble).

**Installing officer (to assembly):** We have all had the experience of tossing a pebble into a lake or pond and watching the ripples spread in ever widening circles until they reach the far shores of communities beyond our own. If one pebble – one project – can accomplish so much – think what many pebbles, many projects, could do!

More and better projects need more members willing to cast the pebbles of their deeds upon the waters. As we gain in membership, activity and influence, our circle of concern widens to include all children, not just our own. The waters of life around us reflect what we are. As a pond reflects trees and sky, the world reflects man's image and deeds. What are the waters reflecting back to us? Are the deeds we do sufficient? Time will answer these questions.

Meanwhile, our new officers are ready to strengthen our movement. Through their leadership, we shall become an even more effective force in this community. We shall find new ways to live up to our potential. The circles of good deeds shall widen. Let us all rise and join in reciting the PTA Purpose (repeat Purpose line by line or provide copies). Now, will the newly elected officers please step forward?

Do you, our new officers, pledge to uphold the Purpose and to help this PTA increase its influence in the community?

**Officers:** We do.

**Installing Officer (to assembly):** Do you, the members, pledge your active support to your officers in their efforts toward attaining the Purpose?

**Members:** We do.

**(To Officers):** I now declare you duly installed officers of the \_\_\_\_\_ PTA.

Congratulations

*Texas Installation Booklet*

## BABIES INSTALLATION PRESCHOOL

The first Object of PTA is “To promote the welfare of children and youth in home, school and place of worship,” and certainly no place does this hold more true, than in a preschool unit. The young child was the inspiration that prompted the conception of our parent-teacher organization, and preschool service continues to be the beginning of all parent-teacher concern. The baby organization of the PTA, a stepping stone, whereby you learn as your child grows, and grows in interest, too, in further service in the PTA unit in your elementary school.

The Bible says, “suffer little children to come unto me and forbid them not, for of such is the kingdom of God”. Verily, I say unto you, “Whosoever shall not receive the kingdom of God as a little child shall in no wise enter there-in.” Many challenging verses are found in the Bible concerning children, their needs, their care, their guidance, importance and responsibility of parents is repeatedly emphasized in these words.

Maybe, yours is almost ready for kindergarten and yours is half past four, but yours is only two months and yours has reached the ripe old age of ten. But one thing you have in common, common to all preschool mothers, you remember their baby years, how cute they were, how good they were, how they hardly ever cried, and you learned much from then and are still learning. A preschool will help you and may I remind you it is an honor to be an officer of a preschool unit and so I greet you newly elected officers.

Historian \_\_\_\_\_, The Bible tells us “Even a child is known by his doings,” Proverbs 20:11 and so a preschool unit can only be known in years to come how well you have written their doings down.

Treasurer \_\_\_\_\_, The Bible tells us in Mark 7:27 “Let the children first be filled,” so in preschool, emphasis is put first on adult education rather than on finances. Your job is to keep an accurate record of their finances that this group might plan wisely the funds they need, and leave time for other things more important to preschool.

Secretary \_\_\_\_\_, your job in this group is to keep a record of all their activities and to steer them to such ideas as to help children. Even a child is known by his doings the Bible tells us in Proverbs 20:11 and so a preschool unit will be known by their activities and you will help by keeping a record for them.

Vice-President \_\_\_\_\_, in addition to serving as an aid to your President you also plan the programs. (This may not be the case in some units). Children and their problems shall be your concern when planning these programs, remember, “Train up a child in the way he should go and when he is old, he shall not depart from it.”

President \_\_\_\_\_, you have been chosen by this group to lead them. Your ability to lead will do much in determining what this unit shall be. Remember you are working for children and you are training future PTA members who shall continue to work for children and you are training future PTA members who shall continue to work for children and youth everywhere.

Remember the Bible also tells us “For out of the mouth of babes.” Although yours is a baby organization, we shall expect great things from you.

As officers yours shall be a constant endeavor to better the lives of children.

And to the members, you’ve heard the pledges of your newly elected officers. You have chosen wisely and well, they cannot do the job alone; they will need your help. If you are willing to work to make this a stronger group to serve parents and children please answer “I will”.

*(To the officers)* Your members have promised to work with you. Please answer I will for the following:

I will accept my office, believing I am needed right here.

I will do the best and not my “excuse best”.

I will be loyal and faithful to the meetings.

I will learn the “how” of my office and not remain ignorant as to its functions.

I will spend some time each day in prayer.

I will be friendly and will make people want to belong to our group.

In all things I will put the needs of children first.

*(Officers answer I will)*

It is with pleasure I declare you the newly installed officers of the preschool, for the year

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CONGRATULATIONS!!



## INSTALLATION I (Short version)

INSTALLING OFFICER (to assembly): The parent-teacher association occupies a most worthy place in all communities. Through the years, the aims and ideals have remained the same, but we always interpret them in terms of the ever-changing trends and demands of our times.

Constantly, we must bring to our work new vision and enthusiasm. In order to attain these aims and ideals, we must have adequate knowledge, and I know you have this knowledge.

We need a steady growth and new officers, who, like their predecessors, will bring individuality and unique gifts to the tasks ahead. You may not always see the results materially, but there will be an inward satisfaction and peace because the job was well done. Love of children is the common tie, which unites us. In our treatment of our children rests the solution of some of the problems of society.

You have been elected to the \_\_\_\_\_ (unit/council) to serve for the coming year. We need whole-hearted support from every PTA Unit and its members so that our work may develop and prosper. For all of us to show our support and remember our role in PTA, I will read the PTA Purpose. (*READ PURPOSE*)

Will the officers please come forward (*OR RECOGNIZE THEM*)? In accepting this office of President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and Treasurer, you have accepted at once a privilege and a challenge. Do you accept this task?

OFFICERS: We Do

INSTALLING OFFICER: I now declare you duly installed officers of the \_\_\_\_\_ (unit/council) for the 2003-2004 year.

Thank you, and congratulations!

## INSTALLATION II (Short version)

Installation ceremonies really have two purposes. First, we have the opportunity to recognize those who were the leaders of the PTA during the past year. If you served as an officer, a chairman, or a committee member will you please stand?

The membership of this PTA appreciates you and the time and effort you gave in service to this school. We would like to applaud your accomplishments.

The second purpose of an installation service is to present the newly elected officers in a meaningful manner and to stress the importance of the positions they have accepted for the coming year. Will these new officers please come forward at this time?

President: \_\_\_\_\_ (name) \_\_\_\_\_

Vice President: \_\_\_\_\_ (name) \_\_\_\_\_

Secretary: \_\_\_\_\_ (name) \_\_\_\_\_

Treasurer: \_\_\_\_\_ (name) \_\_\_\_\_

We are all very grateful that you have agreed to this year of service. It will mean some sacrifices on your part to meet many new challenges, and it will mean giving quite a lot of yourselves for the benefit of this organization. If you are to succeed, you will need the support and encouragement of the entire membership.

So, my wishes for all of you are that you will make a winning team and that you will experience a strong feeling of unity and fellowship as you work together to accomplish even greater educational opportunities for the students of this and of other schools.

(To officers) Will you accept this challenge and my good wishes as you uphold the bylaws of the \_\_\_\_\_ PTA?

(To audience) Will you help them?

Then it gives me great pleasure to declare you duly installed officers of the \_\_\_\_\_ PTA for the school year 20\_\_.

I hope you truly will enjoy your year of service.

Thank you and congratulations!

*Texas Installation Booklet*

# COUNCIL INSTALLATION

(Council officers sit on platform behind installing officer)

**Installing officer:** In our council, the officers are the energizing spirits behind an important movement – the movement to include more and more PTAs in our council family. The council officers must become familiar with all the local units in their areas, seeking to strengthen them in every way possible. They must be ever alert to the opening of new schools, making contacts within each new school community, especially with the principal. \*

At this time, we install our president, vice president, secretary and treasurer for the coming year (if other leaders, such as chairs of committees are also installed, they may be listed here as well). As I call your names, will you please come forward (come stand by installing officer)?

**(Turns to officers):** Officers, during your term of office, it will be your responsibility to keep informed about the overall and specific programs of your council, of the state congress and the national congress, channeling information from them to the PTAs in your jurisdiction. You will inform your units about educational developments at all levels – local, county, state, and national, as well as legislative data, and educational studies and trends. Help us to go forward and attain our goals, give us the leadership we so vitally need as we try to extend PTA ideals into every school community.

**(To all):** The PTA Purpose continues to guide us. May we all rise as we rededicate ourselves to their fulfillment (read Purpose or provide Purpose board or copies)? Please be seated. Members of the \_\_\_\_\_ Council of the Parent Teacher Association, you have elected these officers as your leaders for the coming year. Do you, therefore, pledge them your loyalty and your willingness to help them carry forward the work of this council?

Members: We do.

**Installing Officer (to officers):** I know declare you duly installed officers of the \_\_\_\_\_ Council of the Parent Teacher Association.

\* If the state bylaws authorize councils to organize new local units, add here: “and giving advice and assistance in the organization of the school’s PTA.” (New unit organizational packets may be obtained from your Regional Director or by contacting the Missouri PTA office).

*Adapted from Texas Installation Booklet*