

# Reaching For the Stars

The service is opened with prayer. The outgoing president will bring each officer forward and introduce her to the assembled members and guests giving her name and the office to which she was elected.

The officers shall be lined up in the following manner: Reporter, Historian, Parliamentarian, Corresponding Secretary, Recording Secretary, Treasurer, Vice-President and President.

Installing Officer: It is a pleasure and an honor to install the (year) officers of the \_\_\_\_\_ Club. Your members have extended to you a high honor.. They have shown that they have confidence in your ability to keep the standards of \_\_\_\_\_ high. They will look to you for leadership. These officers were elected to serve this club, but also at various times must fulfill responsibilities of the district, state, and national federation. The symbol for this group of officers shall be the STAR. From the beginning of time the stars have fascinated mankind. Their mystery, their romance, their unattainability. As a child each of us learned to wish upon a star with "*Star Light, Star Bright, First Star I See Tonight, I Wish I May, I Wish I Might, Have The Wish I Wish Tonight*". Our wish is for these officers to take the challenge to lead as a bright star, their club into an even brighter future. Let us remember that the stars do not reflect light but create a light of their own.

NOTE: The Star given each officer may be crystal Stars on a ribbon to be placed over the head and around the neck, a bookmark of satin stars attached to a piece of lace with a ribbon bow, metal charms tied with ribbon to fit around the Wrist, or any star item that you Wish.

\_\_\_\_\_, as **Reporter** of your club it shall be your duty to Inform the newspaper and radio of meetings and important happenings of the \_\_\_\_\_. You will tell the story of your club and make it so interesting others will want to join and members will not fail to attend. Will you accept the duties of your office as stated? If so the answer is I Will. I present you with this star. May it remind you of the bright and morning star and the star that points toward the very best in mankind. The ribbon is purple symbolizing the deliverance in which you shall perform your duties.

\_\_\_\_\_, as **Historian** of your club you will be the keeper of the archives and it shall be your duty to collect all publicity, pictures, and other materials pertaining to your club and assemble it in an attractive form for display. Will you accept the duties of your office as stated? If so the answer is I Will. This star designates you to be a "star gazer " contemplating the best use of the information you gain. Some may even think you are "star struck" when they see that camera in your hand so often. The ribbon is peach symbolizing the passing of precious time which can never be recovered but your archives will capture its memories.

\_\_\_\_\_, as **Parliamentarian** of your club it shall be your duty to see that we all follow proper rules and procedure during meetings. Will you accept the duties of your office as stated? If so the answer is I Will. Accept this star as a reminder that the star worn by law officers has long stood for law and order which is the duty of your office to maintain. (and with the hope you will not have to become a Shooting Star to accomplish this) The ribbon is turquoise symbolizing the strength and consistency with Which you must perform your duties.

\_\_\_\_\_, as **Corresponding Secretary** of your club you shall be responsible for club correspondence and notify new members of their election. You shall also keep all letters, reports and papers of importance to the club. Will you accept the duties of your office as stated? If so, the answer is I Will. This star lets you know that your club members will "Thank their lucky stars" that they have someone to rely on for keeping them current with correspondence. The ribbon is yellow for even though part of your duties will be routine there will be times when a note or card from you on behalf of your club will be a Ray of Sunshine.

\_\_\_\_\_, as **Recording Secretary** you shall keep accurate and complete minutes of club meetings, executive board meetings and any other necessary gatherings. You shall also keep a classified membership list of the club, receive all money due the club and pay the same to the treasurer. Will you accept the duties of your office as stated? If so the answer is I Will. You are now the Star Reporter of this club and the members will expect to hear the facts from you. The ribbon connected with your star is blue symbolizing the dedication and accuracy with which you keep "True Blue" records.

\_\_\_\_\_, as **Treasurer** of your club you shall collect dues and be the custodian of all funds which you shall disburse as directed by your club. You will also be asked to pay all bills. Keep an itemized account of all receipts and disbursements and present a written report semi-annually. Will you accept the duties of your office as stated? If so the answer is I Will. This star represents the preciseness of your job. As sailors and pilots are sometimes called upon to navigate by the Stars, you must follow set guidelines to bring accuracy to your office. The ribbon is green symbolizing that the club with a sound monetary position is indeed a lively healthy one.

\_\_\_\_\_, as **Vice-President** of your club it shall be your duty to assist the president in any way you can. You will preside in her absence. If for some reason the president is unable to complete her term in office you will complete the unexpired term as president. Will you accept the duties of your office as stated? If so the answer is I Will. At this point you are ready to "Hitch Your Wagon to a Star." The ribbon on your star is pink so close to red symbolizing the closeness with which you will work with the president thereby preparing yourself to assume the presidency when the time comes.

\_\_\_\_\_, to you has been given the greatest honor and the greatest responsibility. As **President** it shall be your duty to preside at all meetings to appoint necessary committees to submit reports, etc. It shall be your responsibility to assist your officers in doing those things required of them. Your office is not to be entered into lightly but with a sense of dedication. Will you accept the duties of your office as stated? If so raise your right hand and repeat after me. *I pledge that I will fulfill the duties of my office as president of \_\_\_\_\_, to the best of my ability/ and that I will always keep in mind the goals of my club/ and guide my club faithfully in striving toward these goals.*

Today and for the next two years you will be the Star Attraction of this club. Your ribbon attached to your star is red symbolizing the courage, love, and strength you will need to lead your club.

Now will the members of \_\_\_\_\_ please stand. The officers you have elected and witnessed installed here before you have pledged to carry out faithfully the duties of their offices. Do you now as member pledge to give them your loyalty and support throughout the two years they will serve? If so please answer *We pledge our support*. The service is closed with prayer