**HOSA INSTALLATION CEREMONY (without prior officers present)**

**General Instructions:**

**This Installation Ceremony may be used at a banquet, in an auditorium or adapted to a classroom or other situations.**

**The HOSA banner should be hung as a back drop (you need the hosa symbol visible).**

**There may be a center/front table or podium with one tall white candle and five shorter white candles (total of six candles).**

**You may have a front table for the officers to sit at or they may come up from their classroom seats.**

**Review the ceremony script and make any necessary changes to make it fit your specific needs.**

**You may want to laminate this script or place it in sheet protectors so you can write in wet-erase marker year after year. Alcohol preps will clean the marker off.**

**Remind the historian to take pictures and be sure to get a group picture of the officers for the paper and yearbook.**

**Remind the secretary to take notes for minutes.**

**Review with all the officers prior to the installation ceremony: how to conduct a meeting, their individual duties, the significance of being an officer, and what is expected of them during the installation ceremony.**

**Red words indicate Advisor actions**

**Purple words indicate new officer actions**

## **Advisor installs the officers:**

 *"We are gathered here to announce and install the officers for the ensuing year and to pledge anew our individual allegiance to the organization. In order that this organization may render the greatest service in a business-like manner, each officer and member should understand the purpose of the organization. Each should keep constantly before him/her the high aims of the organization to advance, promote and protect the business, social education and civic interest of the community.*

 \*(Light the tall white candle)

*"This single white candle before us represents purity of purpose. The lighting of each of the candles by the newly elected officers is symbolic of the loyalty, commitment and the potential of the health field."*

**PARLIAMENTARIAN** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: (name)

 *Please come forward.*

 *"Mr./Ms. Parliamentarian, it is your duty to serve as a consultant to the President on procedural matters. An authority on parliamentary procedures is frequently needed and the Parliamentarian is the source of such information. You are responsible for order at all chapter/state meetings; for courtesies to guests and such new duties that are assigned to you; for regular attendance at meetings and for cooperation with the President. Are you willing to assume this obligation for the ensuing year?"*

(Pause for officer reply.)

*"Please light your candle."*

 **(The newly elected officer lights their candle by using the tall white candle)**

 (As they light their candle you recite the following: )

 Parliamentarian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

 (name)

 *"As you light your candle, may I remind you that the large circle, a vital part of your Emblem, represents unity. The symbol of your office, the circle, represents unity and service to all health professions.*

 *Please repeat after me: "I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, promise to fulfill the duties of my office as Parliamentarian to the best of my ability."*

 *"I now declare you duly obligated and installed as Parliamentarian.*

**(Takes his/her place at a front table or returns to seat.)**

**HISTORIAN** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

 (name)

"Your \_\_\_\_\_\_\_\_\_\_ Historian is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_."

 (year) (name)

 *"Mr./Ms. Historian, it is your duty to strive to inform the people of your activities. It is your obligation as Historian to compile the reports of all the activities of the chapter and release them to the press, radio and televisions. You are in charge of all public relations carried on through our hosa chapter. Are you willing to assume this obligation for the ensuing year?"*

**(Pause for officer reply.)**

*"Please light your candle."*

 **(The newly elected officer lights their candle by using the tall white candle)**

 (As they light their candle you recite the following: )

 Historian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

 (name)

 *"As you light your candle, may I remind you that the symbol of your office is the base of the triangle, symbolic of the progress from mysticism to modern medicine which denotes individuals working together.*

 *Please repeat after me: "I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, promise to fulfill the duties of my office as Historian to the best of my ability."*

 *"I now declare you duly obligated and installed as Historian.*

 **(Takes his/her place at the front table or returns to their seat)**

**TREASURER** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (name)

"Your \_\_\_\_\_\_\_\_\_ Treasure is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_."

 (year) (name)

 *"Mr./Ms. Treasurer, your office is one of trust, demanding honesty and accuracy. Your records and books must be kept in such a manner that they may be open for audit at any time. Are you willing to assume this obligation for the ensuing year?"*

**(Pause for officer reply.)**

*"Please light your candle."*

 **(The newly elected officer lights their candle by using the tall white candle)**

 (As they light their candle you recite the following: )

 Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (name)

 *"As you light your candle, may I remind you that the two sides of the triangle, completing and connecting with the base, are symbols of your office, reflecting the beginning of knowledge which dispels the darkness of ignorance. With this in view, progress will be made toward the career goals of the individual.*

 *Please repeat after me: "I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, promise to fulfill*

*the duties of my office as Treasurer to the best of my ability."*

 *"I now declare you duly obligated and installed as Treasurer.*

**(He/she then sits at the front table or returns to seat)**

**SECRETARY** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

"Your \_\_\_\_\_\_\_\_\_\_ Secretary is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_."

 (year) (name)

 *"Mr. Ms. Secretary, you have been honored by your fellow members with the responsibility of keeping accurate records of all meetings. You have custody of the constitution and bylaws and will have them available at each meeting to be used for reference. You will check and type correspondence and communications. You should provide the President with an agenda for the*

*coming meeting. Are you willing to assume this obligation for the ensuing year?"*

**(Pause for Officer's reply.)**

*"You may light the candle."*

 **(The newly elected officer lights their candle by using the tall white candle)**

 (As they light their candle you recite the following: )

 Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

 *"As you light this candle, may I remind you that the symbol of your office, the figure in the center of the triangle, represents the challenge of change and the development of dignity and self-worth for your entire life.*

 *Please repeat after me: "I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, promise to fulfill the duties of my office as Secretary to the best of my ability."*

 *I now declare you duly obligated and installed as Secretary*

 **(He/She then sits at the front table or returns to seat)**

**VICE PRESIDENT** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

"Your \_\_\_\_\_\_\_ Vice-President is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_."

 (year) (name)

 *"Mr./Ms. Vice-President, you are expected to preside over all meetings in the absence of the president. If, for any reason, the President is unable to complete his/her term, you will be expected to take his/her place and assume his/her responsibility. You must provide the spark and enthusiasm to keep hosa running smoothly. Are you willing to assume this obligation for the ensuing year?"*

**(Pause for Officer's reply.)**

*"You may light the candle."*

 **(The newly elected officer lights their candle by using the tall white candle)**

 (As they light their candle you recite the following: )

 Vice-President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

 *"As you light your candle, may I remind you that the symbol of your office is the protective hands. This represents the caring and active hosa students*

*desiring to be of service in the health field. In this process, we will develop dignity and self-worth.*

 *Please repeat after me: "I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, promise to fulfill the duties of my office as Vice President to the best of my ability."*

 *"I declare you duly obligated and installed as Vice President.*

 **(He/She then sits at front table or returns to seat)**

**PRESIDENT** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

"Your \_\_\_\_\_\_\_\_ President is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_."

 (year) (name)

 *"Mr./Madame President, you are expected to preside over all meetings and assume responsibility of the chapter’s effectiveness. You must provide the leadership and dignity that encourages the officers and members to make this chapter a vital piece of the class and the community. Are you willing to assume this obligation for the ensuing year?"*

**(Pause for Officer's reply.)**

*"You may light the candle."*

 **(The newly elected officer lights their candle by using the tall white candle)**

 (As they light their candle you recite the following: )

 *"As you light your candle, may I remind you that the symbols of your office are the hosa letters. Each of these letters alone means very little, but together they represent the strength of our organization. In the same respect, each of your officers alone can do little, but together they can work to carry out the activities and duties of the hosa organization. So I urge you to lead your officers in working together in and for the strength of hosa.*

 *Please repeat after me: "I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, promise to fulfill the duties of my office as president to the best of my ability."*

**(Present the gavel to the new President)**

 *"I now present you with the gavel of your office and declare you duly obligated and installed as President of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s\_\_ Chapter of hosa: (school name)*

 *Future Health Professionals for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

 (year)

 **(The new officers now take over and complete the meeting)**