

Installation Ceremony Procedure for New Junior Optimist Clubs

The induction ceremony is an important event for every Club. This ceremony welcomes new Members into the Club. It helps Members to understand the responsibilities, obligations and pride that is incorporated in each and every Junior Optimist Club. This ceremony is a great opportunity to motivate the entire Club.

- Meeting called to order.
- Pledge of Allegiance or Toast to Country.
- Welcome to visitors, introduction of head table.
- Introduction of representative to comment on program.
- Starting with the Treasurer, call for new officers individually, briefly describing their duties (see appropriate section of this planning guide). Instruct officers to remain standing, facing Chair, until all are called.
- Have all officers repeat the following:
“I do promise, in the presence of my fellow officers, Members, and friends, to serve in the office to which I have been chosen to the best of my ability.”
- Present gavel to President, pins to others.
- Call new Members individually, and have them join new officers.
- Have all repeat Youth Code or Optimist Creed.
- Chairman can officially welcome:
“I do hereby officially welcome each of you into the Junior Optimist Club of _____ . Congratulations!” (applause)
- Give pins and Member cards with a challenge to wear their pins proudly, etc. (if applicable)
- Present banner to Club (if applicable).
- Give Members the opportunity to explain the planned activities for the coming year (give advance notice).
- Words of encouragement to the new Club.

Installation of Club Officers

1. Meeting is called to order by the outgoing President
2. Pledge of Allegiance or Toast to Country
3. Introductions
4. Final reports from committees
5. Final Treasurer's report
6. President's report of last year's activities
7. Introduction of representative to comment on program
8. Introduction of Vice President-Elect, Secretary-Elect, Treasurer-Elect and brief explanation of duties of each
9. Introduction of Club President-Elect (explain duties)
10. Ask all officers to raise their right hands and repeat the following:
"I do promise, in the presence of my fellow officers, Members, and friends to serve in the office to which I have been chosen to the best of my ability."
11. Retiring President presents gavel to the new President
12. Response and remarks by newly installed President
13. Adjournment

