



Officer Installation Ceremony

Apples

Installing Officer:

It is my privilege to install the officers of _____. Apples will be used in this service to remind us of "The Core Of Alpha Delta Kappa: Service, Faith, Hope and Love."

The fruit of this season has been harvested by the officers of the past biennium and now new apples are about to emerge for the next biennium. Good apples exist to produce seeds for the production of newer and better apples. Your responsibilities as an officer in Alpha Delta Kappa are to produce fruit that will assure the continuance and growth of Alpha Delta Kappa- especially in _____ chapter.

The work and care involved in planting and pruning an apple tree is a small price to pay for the benefits and satisfactions that come when the tree takes bloom and the apples appear!

The Sergeant-At-Arms will bring each officer forward and introduce her to the assembled members, giving her name and the office to which she is elected.

(Sergeant-at-Arms presents nominees one by one. Installing officer addresses each candidate for office individually.)

Chaplain:

As chaplain you shall open each chapter meeting with a thought for the day and a prayer, and have charge of devotionals at all chapter meetings, rituals and ceremonies. Please always try to respect members of all faiths, and focus on thoughts appropriate to uplifting and encouraging all members of _____ chapter.

May all your thoughts be well planned and thought provoking. Your goal should be to tune the hearts and minds of your sisters to things more important than themselves or their problems.

The RED ROME APPLE symbolizes your job. Its round dark red beauty is the symbol of love and concern that Alpha Delta Sisters have for one another.

Sergeant-at-Arms:

As Sergeant-at-Arms it shall be your duty to act as doorkeeper and to perform other duties

as assigned by the President. Sometimes this includes moving tables and chairs, controlling the temperature, and delivering messages. At appropriate or designated times, you should ask members for the password and handshake if required by your chapter. In many chapters, the Sergeant at Arms is in charge of having nametags at each meeting. This is very important as it helps all sisters to get to know each other by name. It is good for you to remind members when necessary that the badge is worn over the heart and the nametag goes on the opposite side.

The hard, crisp, WINESAP apple symbolizes your position as protector of the meetings.

Historian:

As keeper of the archives it is your duty to collect publicity, pictures, and other material pertaining to the chapter. Often this means taking the pictures yourself! (So have your camera ready!) You are to assemble these pictures in an attractive form for display at chapter meetings and the state convention. Many chapters give the archives of the biennium to the retiring president for appreciation and safekeeping. You should send appropriate materials to the State Historian for inclusion in the State Archives.

It is also your responsibility to write a chapter history for the biennium and prepare and submit articles of interest for publication in the Kappan.

Historians are likened to the GRANNY SMITH apple! They are delicious in pies and can be savored and remembered long after the plate is clean.

Corresponding Secretary:

As corresponding secretary it is your duty to send in the necessary reports regarding chapter meetings to state and international officers. These include the Chapter Roster by October 1, the report of chapter meetings (H-114), and the Chapter Officers report (H-107) by May 1st. Getting these in on time earns your chapter pearls of achievement!

Here's my hint: Try to bring the forms with you to each meeting and complete them at the meetings. Have the President sign them at the meeting and mail them as directed the next day. OR if you wish, these reports can now be filed on the Internet! Just go to www.headquarters@alphadeltakappa.org.

The small crisp JONATHAN apple symbolizes your job. As the JONATHAN you must be to the point, crisp, but not too juicy!

Recording Secretary:

As recording secretary you are first of all to keep accurate attendance of chapter members and accurate minutes of the chapter meetings. Let your roll call be an opportunity for members to get to know each other and relate concerns of members who are absent. It is

also good for someone in the chapter to follow up on those who are absent with a call or card. Record all actions taken, especially motions passed and defeated, so that the chapter can remember their decisions. Feel free to record all other business in a friendly, light manner.

As recording secretary, the RED DELICIOUS apple that often sits at the favored teacher's desk symbolizes you. It stands for presence, promptness, perseverance, persistence, preparation, patience and purity – the qualities you must possess to record accurately the events of this next biennium.

Treasurer:

As treasurer you should work with a budget committee to prepare a budget for the biennium and have it approved by the chapter. You are to inform members of their financial obligations and collect all dues. Try to do this in December of each year so that you can file your report with the state treasurer well before her January 31st deadline. It is also your responsibility to disburse funds according to the approved budget and chapter directions, keeping itemized records of all receipts and expenditures. You should give accurate, regular reports at each chapter meeting.

The GOLDEN DELICIOUS apple symbolizes the golden treasury we entrust to you.

Vice President/President Elect:

As Vice President/President Elect you are to assist the President as directed. In the absence of the President, you will preside at meetings. In many chapters it is also your duty to chair the program committee, provide for meeting places, and prepare the yearbook. You are a member of the State Presidents' Council and are expected to represent your chapter at this meeting in September.

As Vice President/President Elect, you must be a mixture of all these apples, an APPLE SAUCE! Like the applesauce, you will burst forth into full bloom of flavor when warmed up and ready to serve.

President:

As president you have been given the greatest honor and the greatest responsibility.

- It is your duty to plan and follow written agendas for each meeting and preside at each meeting.
- You are to appoint committees as necessary and supervise their work.
- You are to see that all reports are filed on time to the appropriate state and international leader, and to represent your chapter at state, regional, and international meetings.
- You are responsible for the chapter ritual booklets and other materials.
- You should guide all officers and committee chairmen in the fulfillment of their duties,

- and in sending in all their reports promptly.
- You are to complete the Annual Chapter Report (H-135).
 - You are to complete the important H-119 that report changes of address, status and affiliation of members.
 - You also are to represent your chapter at district, S/P/N, regional and International meetings-hopefully through the financial support of your chapter.

As Chapter President, you are like the GOLDEN apple. You have assumed a very important responsibility. This chapter will be measured and valued by the manner in which you conduct its affairs. This GOLDEN apple reflects your image and it is your duty to keep the fruits of patience, courtesy, enthusiasm, promptness, friendliness, and integrity prominently evident in all that you do.

Immediate Past-President:

You have learned a lot about your chapter during the past biennium. You will remain on the Board for the next biennium and share your knowledge and expertise with these new officers. For all you have done and all you will continue to do, we say, "thank you!"

Your apple is called the IDARED! (Really: I-dared!) The IDARED apple is bright red, relatively large, has a firm texture and tangy flavor. Most of all when used in baking, the IDARED holds its shape!

Installing officer addresses all elected officers saying:

Each of you is to be commended for your willingness to be an officer of _____ chapter. These are busy times for all. Each of you has many other obligations and this new duty WILL require more of your precious time.

However, by your willingness to serve, you show your belief in the principles and purposes of Alpha Delta Kappa-excellence in education, altruistic projects, scholarships, and fraternal love for your sisters. Your sisters have confidence in your ability to promote the standards of Alpha Delta Kappa and they will look to you for leadership just as we look to the apple for sustenance.

Do each of you accept the duties of your office and pledge to fulfill them to the best of your ability? If so answer by saying, "I do."

Installing officer addresses all chapter members saying:

These officers have pledged to carry out their duties to the best of their abilities. Do you as members pledge YOUR loyalty and support to each of them? Will you support them by fulfilling whatever duty they request of you as much as possible? If so, the answer is "we pledge our support."

Installing officer continues:

I too pledge my support to each of you during this biennium. May you perform your duties and lead this chapter to opportunities for service and fraternal bonds that will make each of you stronger and educators who are truly dedicated to making a difference. May you always contain the seeds of Service, Faith, Hope and Love.

Congratulations!

Becky Cook, 6700 Lake Dale Way, Clemmons, NC 27012

1-336-766-4360

bcook711@aol.com



Officer Installation Ceremony *Bees*

CHAPLAIN: (*Opening prayer, thought or meditation*)

INSTALLER: We have met to install the new officers of _____ Chapter. Just as the bee is an insect that lives in almost every part of the world, Alpha Delta Kappa is an international organization. When bees fly from flower to flower, they help both man and the blossoms they visit. Sisters of Alpha Delta Kappa carry out this same aim through altruism and scholarship. A single honeybee can live alone only a few days, but a colony of bees can go on living for many years. Tonight, your chapter in the form of a colony has assembled to bestow their confidence in your ability to work as a group to do many things for the _____ Chapter to colonize during the _____ biennium.

The immediate past president will bring each officer forward and introduce them to the group.

TO THE CHAPLAIN: Will the chaplain please come forward? Let your office symbolize the antennae of the bee since they have tiny sense organs that also serve as organs of touch. As chaplain you shall be ever sensitive to the needs of the membership bringing beautiful thoughts and inspiration to the members. You shall open the chapter meetings with prayers, thoughts or and have charge of devotions in all rituals and ceremonies.

OATH: Do you accept the duties of your office as chaplain?

ANSWER: "I Do."

Raise your right hand and repeat after me: I do solemnly vow to fulfill the duties of my office as chaplain.

TO THE SERGEANT-AT-ARMS: Will the sergeant-at-arms please come forward? Let your office symbolize the legs of the bee since you will stand at the door welcoming your sisters inside. It will be your duty to act as a doorkeeper and to perform such duties as are assigned during regular meetings, initiations and other ceremonies.

OATH: Do you accept the duties of your office as sergeant-at-arms?

ANSWER: "I Do."

Raise your right hand and repeat after me: I do solemnly vow to fulfill the duties of my office as sergeant-at-arms.

TO THE HISTORIAN: Will the historian please come forward? Let your office symbolize the five eyes of the bee, since you will be seen often times with a camera lens to record activities for our chapters' archives. As a keeper of the archives, it shall be your duty to collect all publicity, pictures, and other materials pertaining to the chapter and its members. You shall assemble it in an attractive form for display at chapter and S/P/N meetings.

OATH: Do you accept the duties of your office as historian?

ANSWER: "I Do."

Raise your right hand and repeat after me: I do solemnly vow to fulfill the duties of my office as historian.

TO THE CORRESPONDING SECRETARY: Will the corresponding secretary please come forward? Let your office symbolize one pair of the wings of the bee, since your job will involve connecting your chapter to the larger Alpha Delta Kappa organization as well as other Alpha Delta Kappa members through correspondence. As corresponding secretary, you shall send in reports to International Headquarters and to our S/P/N president. You will be responsible for all necessary correspondence of the chapter, and any other duties instructed by the president.

OATH: Do you accept the duties of your office as corresponding secretary?

ANSWER: "I Do."

Raise your right hand and repeat after me: I do solemnly vow to fulfill the duties of my office as corresponding secretary.

TO THE RECORDING SECRETARY: Will the recording secretary please come forward? Let your office symbolize the other pair of wings because they can move forward, backwards, sideways, and can even hover in one place as you get your pen ready to record accurate minutes of chapter meetings and other necessary records. Your attendance is very important and should set high standards for the other chapter members.

OATH: Do you accept the duties of your office as recording secretary?

ANSWER: "I Do."

Raise your right hand and repeat after me: I do solemnly vow to fulfill the duties of my office as recording secretary.

TO THE TREASURER: Will the treasurer please come forward? Let your office symbolize the stripes of the bee since they are gold and black. You will try to keep your chapter in the black. You will take care of funds dispersed to many worthwhile causes as well as collect chapter, S/P/N and International dues. You will serve as custodian of the funds and will disperse them as directed.

OATH: Do you accept the duties of your office as treasurer?

ANSWER: "I Do."

Raise your right hand and repeat after me: I do solemnly vow to fulfill the duties of my office as treasurer.

TO THE PRESIDENT-ELECT: Will the president-elect please come forward? Let your office symbolize the worker bee that carries out the chores of the honeybee colony. You will carry out special duties as assigned by the president, as well as plan programs, provide fraternity education and prepare a current yearbook. As president-elect, you will hold yourself in readiness at all times to accept duties pertaining to your office, including presiding in the absence of the president.

OATH: Do you accept the duties of your office as president-elect?

ANSWER: "I Do."

Raise your right hand and repeat after me: I do solemnly vow to fulfill the duties of my office as president-elect.

TO THE PRESIDENT: Will the president please come forward? Let your office symbolize the Queen Bee, who does not rule the colony, but she is the force that holds the colony or chapter together as a strongly committed leader and motivator. As president, it shall be your duty to preside at meetings, to appoint necessary committees, and to devote as much time as may be necessary to promote Do-Bees in _____ Chapter.

OATH: Do you accept the duties of your office?

ANSWER: "I Do."

Raise your right hand and repeat after me: I do solemnly vow to fulfill the duties of my office as president.

TO ALL OFFICERS: As officers you have pledged to carry out the duties of your office and as members of your chapter's executive board.

OATH: Do you pledge your loyalty and support to each other in order to promote the well-being of your bee-hive and to further its goals and purposes?

ANSWER: "We pledge our support."

It gives me great pleasure to congratulate each of you as the new officers of _____ Chapter for the _____ biennium. I will now call on the newly installed chaplain to close with prayer.

CHAPLAIN: (*Closing prayer, thought or meditation*)

By Carol Robertson, Louisiana Alpha Psi Chapter



Officer Installation Ceremony *Candles*

Candles Needed:

- 1 Gold (for the new chapter)
- 1 Beige (Historian)
- 1 Pink (Chaplain)
- 1 Yellow (Sergeant-At-Arms)
- 1 Blue (Treasurer)
- 1 Purple (Corresponding Secretary)
- 1 Green (Recording Secretary)
- 1 Red (President Elect)
- 1 White (President)

Assemble the officers to be installed in reverse order: historian, chaplain, sergeant-at-arms, treasurer, corresponding secretary, recording secretary, president-elect and president.

INSTALLING OFFICER: Tonight it is my happy privilege to install the new officers who have been chosen for leadership in the _____ Chapter, to you is now delegated the responsibility of guiding your members toward ever-greater achievements in the chapter. In making its choices, the membership has expressed its conviction that you possess the qualities necessary for the responsibilities you now assume.

(Installing chaplain lights the gold candle, for the new chapter which is used to light the other candles, either by the installing chaplain or the officers to be installed.)

The beige candle represents your historian, _____, and is the color of parchment, representing her duties of recording an accurate and interesting history of your chapter.

The pink candle is for your chaplain, _____. The color pink is a blend of white and red, representing faithfulness and purity. It is your duty to lead the chapter in devotions at meetings and to assist at initiations and installations.

Your sergeant-at-arms, _____, has been elected to serve as the door-keeper, to assist the president in keeping harmony and order, and taking the password and handshake (*password and handshake are optional*) when required. The color of her candle is yellow, signifying order and discretion in the function of her duties.

The treasurer, _____, shall have charge of all the money of the chapter and shall report at all regular meetings. She shall collect all dues, fees, and assessments, pay all bills, and shall keep a record of all receipts and expenditures. The blue candle signifies loyalty.

The purple candle is for _____, the corresponding secretary. The duties of the office include handling the correspondence of the chapter. She shall conduct correspondence as directed by the president, make all the necessary reports to International Headquarters, and to the S/P/N president as required.

The recording secretary, _____, has a green candle which denotes understanding. The recording secretary shall keep a correct record of the proceedings of the meetings of the chapter, as well as preserve all records and letters of value to the chapter and its officers.

Your newly elected president-elect is _____. Her candle is red for courage. She shall perform the duties of the president in her absence and shall act in an advisory capacity at all times, preparing herself for the term when she will become president, observing and presiding as required.

The white candle is for your president, _____. She will preside at all meetings of the chapter and executive committee. She shall appoint all committee chairmen and shall read and communicate all communications from the S/P/N and International Headquarters to the members. The white candle, signifying purity and gentleness expressed with authority, is for this office.

INSTALLING OFFICER: (to the new officers) Yours is the task of carrying forward the duties of your offices, knowing and understanding the needs and problems of your chapter, giving interpretation to the objectives and programs and of meeting new challenges, planning new undertakings and achievements. The qualities of your significant colors are all needed to carry on our work of altruism and service. Do you commit yourselves to these purposes and duties?
("I will to the best of my ability.")

(To the remainder of the members): These are your officers for _____ Chapter. They have pledged their service and loyalty to you. Will you in turn promise to support your officers and your chapter by repeating with me the Alpha Delta Kappa pledge?

*I do solemnly pledge my allegiance to this sorority
And so promise to be governed by the rules as set forth in the Bylaws,
To be loyal in service,
Willing to serve in any capacity where I can best promote the interest of the chapter,
Together with my sisters in Alpha Delta Kappa.*

(The installation service can be concluded with a short prayer, thought or meditation by the newly installed chaplain.)

By Caroline Leavitt, Missouri Fidelis Alpha Chapter



Officer Installation Ceremony *Candles and Flowers*

Today it is my privilege to install the new officers of _____ Chapter of Alpha Delta Kappa.

To you is now delegated the responsibility of guiding us toward even greater achievements. In making its choice, the membership has expressed its conviction that you possess the qualities necessary for the great responsibilities you now assume.

Your work as officers in this sorority may be likened to the place flowers fill in these early days of spring. We are all familiar with the florists' slogan, "Say it with flowers." Truly, flowers do speak to us in a language all their own, as they convey to our minds the thought of some virtue, which they seem to symbolize.

Will _____ please come forward? Your newly elected chaplain is _____. Your duties shall be, to open each meeting with prayer or devotion and to take your allotted part in any initiation, special service or installation services. Are you willing to perform your duties to the best of your ability? (**"I am."**) Faith, love, and hope are qualities you must practice and patience is a flower you must have if you want to make this organization beautiful. As a symbol of this patience, I give you this lavender flower and hereby declare you as chaplain. Will you kindly light the lavender candle?

Will _____ please come forward? _____ is your newly elected sergeant-at-arms. Are you willing to perform those duties that may be assigned you at meetings of the S/P/N conventions and executive board meetings? (**"I am."**) The virtue I would set before you is faith. In approaching your task as an officer of Alpha Delta Kappa for the ensuing year you must have faith in what you are doing and faith in your fellow workers. As a symbol of faith I give you this golden flower. Will you please light the golden candle of faith?

Will _____ please come forward? Your newly elected historian is _____. As keeper of the archives it shall be your duty to collect all publicity, pictures, and other materials of the chapters. You shall also assemble it in an attractive form for display at S/P/N and regional meetings. I now present you with this yellow flower which symbolizes love and friendship that you will possess in fulfilling the duties of this office. Are you willing to perform these duties to the best of your ability? (**"I am."**) Will you please light the yellow candle?

Will _____ please come forward? _____ is your new corresponding secretary. You are the unseen messenger of Alpha Delta Kappa, the contact person, through the written word with other chapters and with International Headquarters. Through your prompt and courteous handling of all correspondence committed to your care, may those people to whom you write receive impressions worthy of the high esteem in which your sorority is held. So I give you the purple flower for thoughts. May the messages you send forth contain inspiration and friendliness. Are you willing to perform these duties? (**"I am."**) Please light the purple candle for thoughts.

Will the recording secretary please come forward? _____ we rely upon you to keep an accurate record of the business, the achievements and the activities of the sorority for the coming year. What you write and record will serve as reference and history for Alpha Delta Kappa in the future. I give you the green fern, which has always been the symbol of life itself. The fern is not enough, so I place upon it this yellow flower, which brings forth the fern's real character and loveliness. Therefore, inscribe not only the routine transactions but also the brighter features of activity, thus preserving the interesting, as well as a business account for those who come after you. Are you willing to enter upon the duties of this office, fulfilling them to the best of your ability? (**"I am."**) Please light the green candle of life.

Your newly elected treasurer is _____. Will you please come forward? To you I give the white flower, a flower that stands for integrity. Into your hands will be entrusted all monetary matters. Through sound business procedures you must safeguard all funds, dispensing them only at times and in such a manner as your S/P/N officers instruct. Furthermore, the sorority's finances must be replenished through worthy activities and it is your duty to call attention to the need for funds thus inspiring us to new efforts. Are you willing to fulfill the duties of the office as charged? (**"I am."**) May you be able to show the best financial record in history. Will you please light the white candle of integrity?

Will the president-elect please come forward? _____ is your newly elected president-elect. _____ you will assist the president and will act in her place if she cannot carry out her duties for any reason. As president-elect, it is your duty to harmonize your efforts with those of your president and to serve as chairman of the S/P/N presidents' council. Your flower is pink, which is closely related to the president's. Do you promise to fulfill these duties to the best of your ability? (**"I do."**) Will you please light the candle of harmony?

Will the president please come forward? _____, as president of Alpha Delta Kappa you have been given the highest honor that we can give you. It is your responsibility to understand the aims and objectives of our organization and to help us interpret these aims through the S/P/N office. You will be the voice of Alpha Delta Kappa in International, S/P/N and local affairs. It will be your interest in and devotion to your sorority that will encourage and stimulate its members. To reach the full measure of success, this biennium will require a great deal of your time, which we know you will give freely. As a token of your honor, I give you a red flower. The color of this flower stands for the love and

strength that we know are yours. May these attributes permeate all your activities throughout the biennium. Do you promise to fulfill the office of president to the best of your ability? (“**I do.**”) Please light the red candle of love and strength.

Incoming officers, yours is the task of immediately familiarizing yourselves with the duties of your offices. Proceed with these duties in the spirit of devotion and endeavor which had characterized your past activities in Alpha Delta Kappa. As leaders, protect the high ideals of Alpha Delta Kappa and live up to its principles and regulations. Focus your attention on the larger objectives by working together. I know each of you will count it a real honor and privilege to serve your sorority.

Members of Alpha Delta Kappa please rise. I present to you your new officers. You have chosen these representatives to voice your wishes in all matters related to the functioning of our organization. While you have entrusted the destiny of the sorority to them, never forget that in the last analysis these officers are only your spokesmen. Yours is the task of assisting and advising them, of supporting them, and of working with them. You notice the candle flames are upward and steady, so should our sorority’s efforts be, and so should its entire membership continue, steady and upward striving to make _____ Chapter an outstanding chapter of Alpha Delta Kappa.

By the authority vested in me as your installing officer, I now declare the officers of _____ Chapter for the _____ biennium duly installed.

And to you, Madame President, I present the symbol of authority for leadership and guidance in Alpha Delta Kappa for the coming term of office. **(Present her with a gavel.)**

Items Needed:

- | | |
|-------------------|---------------------|
| 1 Lavender Flower | 1 Lavender Candle |
| 1 Golden Flower | 1 Golden Candle |
| 2 Yellow Flower | 1 Yellow Candle |
| 1 Purple Flower | 1 Purple Candle |
| 1 Green Fern | 1 Green Candle |
| 1 White Flower | 1 White Candle |
| 1 Blue Flower | 1 Blue Candle |
| 1 Pink Flower | 1 Pink Candle |
| 1 Red Flower | 1 Red Candle |
| | 1 President’s Gavel |

**DISTRICT
OFFICER INSTALLATION
CEREMONIES**



ALPHA DELTA KAPPA



District Officer Installation Ceremony

We are now to install the officers of the _____ District of _____ Alpha Delta Kappa for the _____ biennium. These new officers will provide the leadership for all activities undertaken by this district, which represents _____ of our _____ (S/P/N) chapters. Together these district officers compose the executive board of this district, and, as such, should work in close cooperation with your member chapters and with the S/P/N executive board, coordinating your programming so as to serve the needs of your district. Additionally, each of you has certain specific responsibilities as you fulfill the obligations of your office.

_____, as sergeant-at-arms, it shall be your duty to act as doorkeeper for all district meetings (note: handshake and password are optional) and to welcome all members. You will also carry out such other duties as may be assigned to you by your executive board.

_____, as secretary-treasurer, it shall be your duty to keep a record of all minutes of all proceedings, take care of district correspondence, collect and disburse all dues, fees, and assessments of the district and keep an accurate record of all transactions.

_____, as vice-chairman, it shall be your duty to assume the duties of the chairman when she is unable to preside at meetings or perform her duties, send invitations for the district meeting to all elective S/P/N officers and other invited guests, and to conduct the Omega service at the district meeting.

_____, as chairman, it shall be your duty to plan and preside at all district meetings; appoint the hostess chapters for the district meetings; plan the workshop program for the district following the S/P/N executive board program suggestions for the current biennium, make arrangements for a district council of chapter presidents' meeting to be held in conjunction with the district meeting, and to appoint a nominating committee and any other necessary committees to carry out the business of the district for the biennium.

Will each of you pledge yourself to the fulfillment of your particular duties? If so, please answer "I do."

Members of _____ District, these officers have pledged to carry out the duties of their offices. Do you, as members, pledge your loyalty and support to them? The answer is "We pledge our support."

Officers, your sisters have extended to you a high honor. They have shown that they have confidence in your ability to keep the standards of Alpha Delta Kappa high. They will look to you for leadership.

(Closing prayer, thought or meditation)

By Mary Ellen Baker, Missouri Sigma Chapter



Officer Installation Ceremony *Footprints*

Materials Needed: Life-size shapes of footprints cut from various colors of construction paper, including one purple, one violet, and one gold.

INSTALLING OFFICERS: We are ready to install the new officers of _____ Chapter. The sergeant-at-arms will bring each newly elected officer forward and give her name and the office she has been elected to.

We often think of leaders and great people of the past and the footprints, which they have left in the sands of time, so it seems appropriate that we think of the footprints of our Alpha Delta Kappa leaders.

CHAPLAIN — (Hand a footprint of any color.) These prints are of those who gave sincere devotions for our Alpha Delta Kappa.

SERGEANT-AT-ARMS — (Hand a footprint of any color.) This print was made, as you should know by the one whose duty was to keep us in tow by asking for the password (optional) at the door; and she often asked us for even more.

HISTORIAN — (Hand a footprint of any color.) This historians' footprint has served us all. By using imagination, love and toil, the historian collected materials that would tell about things of our meetings, which we cherish so well.

CORRESPONDING SECRETARY — (Hand a footprint of any color.) This print is of one who corresponded and kept the records straight, by filling in report blanks and keeping things up to date.

RECORDING SECRETARY — (Hand a footprint of any color.) One, who carefully took all the minutes down in an important notebook, left this footprint. At each meeting she read them and to herself said, "Please let me hear, 'approved as read.'"

TREASURER — (Give the footprint of gold.) This print was left by a lady who looks as prim as a banker, with well-balanced books. She wrote checks, kept records, with a sense that was keen, and kept the wheels oiled in our money machine.

VICE-PRESIDENT — (Give the footprint of violet.) This footprint is like others handed down through the years by ladies who have known much discouragement, tears, but they sorted out only sunshine and laughter to hand down to those who are following after.

PRESIDENT — (Give the footprint of purple.) Last year’s president, who left good impressions wherever she went, made this footprint. She walked with a step that was both firm and true. She rated the gavel, which will soon come to you.

TO ALL — These footprints are guides for a future that is bright, left by others, who worked with all their will and might to make the “Best, Better,” thus paving the way for those through the years who will be passing this way.

TO OFFICERS — And now, do you newly elected officers pledge to carry out the duties of your offices? If so, please raise your right hand and repeat after me: **“I do solemnly vow to fulfill the duties of my office.”** I hereby declare you the duly installed officers of _____ Chapter of Alpha Delta Kappa for the _____ biennium.

TO MEMBERS — These officers have pledged to carry out the duties of their offices. So you as members pledge your loyalty and support to them? **“We pledge our support.”**

INSTALLING OFFICER — And now, Alpha Delta Kappa officers, remember this:

Be sure that the footprints that you’re leaving behind will be as worthy as these prints, and you will find that others will treasure foundations you’ve laid and work towards the goals that you have made.

By Esther Gilbreath, Missouri Nu Chapter



Officer Installation Ceremony ***The Flower Garden***

An installation service is one of many colors — a combination of joy and sadness. Joy for the newly elected officers — sadness for those who are retiring their offices. Will the retiring officers please stand? May we express our thanks and love to each of you with these beautiful words of friendship. *READ APPROPRIATE POEM.* Let us give our retiring officers a hearty round of applause.

There is nothing more beautiful than a garden — but it takes both rain and sunshine to make it grow. When we look around us and see the beauties and wonders of nature, no matter what season of the year, we become keenly aware that life, too, is filled with change. We have each strolled through a beautiful garden and admired the lovely flowers, but we seldom take time to remember that the delicately scented many colored blossoms were once little brown seeds. And so, because I have always found you to be so kind and gracious as members and now as new officers, I have chosen the many beautiful colors of the flowers in a garden as emblematic of this installation ceremony. Will the new officers please come forward?

In electing you as officers of Alpha Delta Kappa, your sisters have extended you a high honor. They have shown they have confidence in your ability to keep the standards high in Alpha Delta Kappa. They will look to you for leadership.

_____, as chaplain, you shall have charge of devotions at meetings, installations, Initiations, and as needed. To you I give the pink flower, a blend of red and white, signifying faithfulness and purity.

_____, as historian, you shall keep an accurate and concise history of AΔK. You shall file in a proper manner all interesting and important reports of our work. To you I give the green, signifying growth and your records will preserve the growth of our chapter.

_____, as sergeant-at-arms, it shall be your duty to act as doorkeeper and to perform such duties as are assigned during regular meetings, initiations and other ceremonies. To you, I give the color of yellow, which signifies wisdom, which with discretion, you will exercise in your office.

_____, as treasurer, you shall collect chapter dues and be custodian of such funds and disburse the same as directed. Because white is the color of purity and accuracy, I give to you a white flower.

_____, as corresponding secretary, you shall have the red flower. Red stands for faithfulness and you will faithfully attend to the correspondence of the chapter. Your red flower is for the faithful attention to all your duties.

_____, as recording secretary, you will keep an accurate record of all meetings of our chapter. Orange is a combination of yellow and red. Because your office requires wisdom and faithfulness, I give to you the orange flower.

_____, as vice-president, it shall be your duty to assist the president in any way which presents itself and to hold yourself in readiness at all times to accept any duties pertaining to your office, and to preside in the absence of the president. You will be true blue to her, her right hand woman. I give to you the blue flower, the color of loyalty.

_____, to you has been given the greatest honor and the greatest responsibility. As president, it shall be your duty to preside at meetings, to appoint necessary committees and to devote such time necessary to promote the interests of Alpha Delta Kappa. Do you pledge yourself to the fulfillment of these duties? "I DO." Purple has always been the color of royalty. So to you I give the purple flower, symbolizing your elevated position of leadership. I also give you this gavel, the symbol of the president.

TO ALL THE OFFICERS: Do you accept the duties and responsibilities of your offices?
"WE DO." Raise your right hand and repeat after me.

"I do solemnly vow to fulfill the duties of my office." These officers have pledged to carry out the duties of their offices. Do you, as members, pledge your loyalty and support? The answer is "We pledge our support."

I now declare you the duly installed officers of the _____ Chapter of Alpha Delta Kappa. As it takes all colors to form a beautiful garden, so it will take all of us working together to make a bigger and better Sorority. I wish you great success and happiness in the years ahead.

(Closing prayer, thought or meditation)

— Submitted by Missouri Alpha Epsilon Chapter, Springfield



Officer Installation Ceremony ***Create an Alpha Delta Kappa Garden***

Thank you for asking me to be a part of this very special day for the officers of _____ . One year ago, Connie Cathey announced her theme, Designing Tomorrow. Just a week ago, I shared the new theme for Virginia Alpha Delta Kappa; Create an Alpha Delta Kappa Garden. Plant It...Nurture It...Watch It Grow! At this time of year, every chapter in Alpha Delta Kappa is installing a new slate of officers. How fitting this happens in the spring of the year. The grass is beginning to change to a beautiful luscious green color, the dogwood, forsythia, lilacs, and azaleas are popping open across our state. Soon the scents of peonies, iris and the rhododendron will fill the air. And very shortly as the temperatures rise in the summer, the sights of petunias, lilies, Brown eyed-Susans, daisies, roses, wildflowers, and so many more flowers will adorn landscapes and tablesapes. The blossoms of _____ are just beginning to open and spread the fruits of the seeds that were planted in Alpha Delta Kappa. Your officers are those blossoms who will design an Alpha Delta Kappa Garden that will endure for tomorrow and for many tomorrows to come. But that will not just happen. Before our garden will grow and flourish, we must prepare our seedbed. It will take the commitment of every member of the chapter, who together will be the gardeners who plant the seeds of membership. The seeds must be carefully nurtured. It is only through the commitment and devotion to the caring of those seeds, that the seeds will blossom and create a beautiful Alpha Delta Kappa Garden. As the officers of _____ chapter assume the responsibilities for the coming biennium, may they plan the seeds of friendship, love, learning, growth, and understanding...the seeds of sisterhood. Cultivate them well.

I brought with me today my garden tote. It is filled with the seeds and the symbols of a good gardener. Each new officer will receive a tool which is symbolic of the office they will hold, along with a packet of seeds, to remind them that it is their job to plant and nurture every member of the chapter, so that the chapter will be grow and be sustained for all of the tomorrows to come.

(To the line of officers) In electing you as officer of _____, your sisters have extended to you a high honor. They have shown that they have confidence in your ability to keep the standards of Alpha Delta kappa high. They will look to you for leadership.

And now, will the sergeant-at-arms bring forward each officer as I say her office.

Immediate Past President _____

_____, as immediate past president of your chapter, you have earned and are well deserving the respect and gratitude due you for a job well done. You will use the knowledge you have acquired during the past two years to assist the president when requested. Purple is your color - purple is a deeper shade of red - the color that signifies service, perseverance, and endurance. Your symbol is the violet, the first sign of spring, and which represents in our state logo the legacy and the heritage of those who have come before us. Whenever any member gives or receives the violet, she should remember that heritage and the high regard for those who have offered and provided service and the legacy that will last tomorrow.

As you accept these symbols from me, will you also promise to accept the responsibilities your sisters have given you and to embrace them patience and care?

If so, please answer, "Yes, I accept the responsibilities of the office of immediate past president."

Chaplain, _____

_____, as chaplain, you shall open each chapter meeting with an appropriate "thought for the day" and have charge of devotions in all rituals and ceremonies. White is your color - the color of joy, purity and hope, all characteristics needed in a chaplain. Your symbol is a book of thoughts and readings that may inspire you and your sisters, *Chicken Soup for the Gardener's Soul*.

As you accept these symbols from me, will you also promise to accept the responsibilities your sisters have given you and to embrace them patience and care?

If so, please answer, "Yes, I accept the responsibilities of the office of chaplain."

Sergeant-at-Arms (optional) _____

_____ as the new sergeant-at-arms it shall be your duty to act as doorkeeper, to maintain order, and to perform such duties as are assigned during rituals and ceremonies. Yellow is the color of your ribbon, reflecting dependability, resourcefulness, and reliability. Your symbol is the plant marker and vine supports, the symbol of order and protocol.

As you accept these symbols from me, will you also promise to accept the responsibilities your sisters have given you and to embrace them patience and care?

If so, please answer, "Yes, I accept the responsibilities of the office of sergeant-at-arms."

Historian, _____

_____, as historian, it shall be your duty to collect all publicity, pictures, and other materials pertaining to your chapter and its members. You shall compile the chapter's archives and history book to commemorate their activities and display this history book at chapter and state gatherings. Blue is your color - the color of embracing skies, past,

present and future; truly appropriate for the historian. Your symbol is the gardener's gloves. As the garden must handle seedlings with gentle care, so must the historian handle the memories that will be cherished tomorrow.

As you accept these symbols from me, will you also promise to accept the responsibilities your sisters have given you and to embrace them patience and care?

If so, please answer, "Yes, I accept the responsibilities of the office of historian."

Treasurer, _____

_____, as treasurer, you shall collect chapter, state and International dues and remit them as directed. You are custodian of all chapter funds; as such you will make regular reports to chapter sisters and keep itemized records of all receipts and expenditures. Gold is your color, signifying honor, worth, and integrity. Your symbol is a calendar to help you remember the importance of accuracy and timeliness.

As you accept these symbols from me, will you also promise to accept the responsibilities your sisters have given you and to embrace them patience and care?

If so, please answer, "Yes, I accept the responsibilities of the office of treasurer."

Corresponding Secretary, _____

_____, as corresponding secretaries, your duties will include handing correspondence between the chapter and state officers and between the chapter and International Headquarters. You shall complete and mail quarterly reports of chapter meetings, maintain a current record of names and addresses of chapter members, and keep a correspondence file. If requested, you may assist with the editing and mailing the chapter newsletter. Lavender will be your color - the color of thoughtfulness and remembrance. Your symbol is a set of note cards that you will surely use to send correspondence on behalf of _____.

As you accept these symbols from me, will you also promise to accept the responsibilities your sisters have given you and to embrace them patience and care?

If so, please answer, "Yes, I accept the responsibilities of the office of corresponding secretary."

Recording Secretary, _____

_____, as recording secretary, you shall take minutes of all chapter and executive board meetings. You shall present these minutes at each chapter meeting and maintain a permanent file of chapter meeting minutes. Light green is your color, the color of deliberation and comprehensiveness. Your symbol is a journal, a place where you can keep the records of _____.

As you accept these symbols from me, will you also promise to accept the responsibilities your sisters have given you and to embrace them patience and care?

If so, please answer, "Yes, I accept the responsibilities of the office of recording secretary."

President-Elect, _____

_____, as president-elect, it shall be your duty to assist the president in any way that presents itself. You will plan chapter programs, supervise the compilation of the chapter yearbook, and - in the absence of the president - preside at meetings. Pink is your color - the color nearest the red of the President, a color indicating a supporting and sustaining influence. Your symbol is a notebook, the symbol of learning and assisting.

As you accept these symbols from me, will you also promise to accept the responsibilities your sisters have given you and to embrace them patience and care?

If so, please answer, "Yes, I accept the responsibilities of the office of president-elect."

At this time would you join the others and I ask that the entire group raise your right hands and repeat after me:

I DO SOLEMNLY VOW
TO FULFILL THE DUTIES
OF THE OFFICE
TO WHICH I HAVE BEEN ELECTED.

President, _____

_____, As president of _____, you have been given the greatest honor and the greatest responsibility, It shall be your duty to preside at meetings, to appoint committees, and to devote such time as necessary to promote the interest of your chapter. You shall interpret bylaws, policies, and procedures; communicate with chapter members through newsletters, and serve on the State Council of Chapter Presidents. Red is your color - a primary color, the strongest color. Red is the color of strength, of courage, of love, and of leadership. You will be the master gardener of _____. You will need all the tools at your disposal, thus you will receive several symbols. First, you are given the logo of Alpha Delta Kappa, which contains the seed, the trowel, and the gloves, the first step in starting your garden. Then you see the watering can, the symbol of caring and nurturing. The largest portion of the logo is the wheelbarrow overflowing with blossoms of many shapes, sizes, colors, and needs, just like your sisters in _____. Finally, you see the violet, the symbol of our heritage and legacy. It is your job to protect that legacy. Take this print, these seeds, this watering can, and this wheelbarrow of violets as a symbol of responsibilities of your office.

Will you accept the duties of your office? If so, please say, " I will".

Raise your right hand and repeat after me:

I pledge that I will fulfill
The duties of my office
As president of _____ chapter
of Virginia Alpha Delta Kappa
To the best of my ability

And that I will always keep in mind
The goals of Alpha Delta Kappa
And guide my chapter faithfully
In striving toward those goals.

[To Members in Audience] Please stand. These sisters have pledged to carry out the duties of their offices. Do you as members pledge your loyalty and support to them? If so, please answer, "We pledge our support."

I would like to formally close this installation with these thoughts from Past International President Colleen Jacobson:

I would imagine that many of you, including myself, were encouraged by a sister or sisters who saw your potential, abilities and gifts, and that the initial step into leadership was taken. You learned, you grew and you shared your gifts as you experienced the contagious feeling of Alpha Delta Kappa leadership. Now it is your turn to do that encouraging, that mentoring, to light the flame of leadership in other sisters, to help them bring out the gifts they have within themselves to serve Alpha Delta Kappa. Leadership is the driver of Alpha Delta Kappa's future. Consequently, we must have good leaders from the International level to the chapter level to perpetuate our sorority. It is through leadership that visions and dreams become goals; it is through leadership that goals become programs to continue our quilt of sisterhood. Not only must we encourage present members to take leadership roles, we must continually offer the gift of membership to outstanding women educators who will be the future leaders of Alpha Delta Kappa.

Embrace leadership as power, not for oneself, but rather for Alpha Delta Kappa's future.

(Referencing the newly installed officers) In front of you is a bouquet of Alpha Delta Kappa Leadership. Congratulations to you all. And to all of you, I say - thank you for allowing me to be a part of this installation service. Good luck with all of your endeavors during this biennium as you strive to Create and Alpha Delta Kappa Garden. Plant It ... Nurture It ... Watch It Grow!

And now, let me be the first to congratulate each of you. (Time for Hugs!)

— By 2006-2008 Virginia State President Judy Ganzert



Officer Installation Ceremony *The Flower Garden II*

Many of you have been busy planting peas, lettuce, radishes, beans and many other vegetables in your spring garden. Today we are going to plant a different kind of garden. It will be an Alpha Delta Kappa flower garden. We must choose flowers that will bloom best for our organization and speed it on to next years work. When you became an Alpha Delta Kappa member you indicated that you would promote the policies to the best of your ability. Will you as members pledge your assistance to the officers of this organization? (**“Yes.”**)

You as officers of this chapter have indicated by your acceptance to office that you will serve Alpha Delta Kappa untiringly.

As president, you are the head gardener. As I present this symbol I declare you “The Lady with the Hoe.” It will be your duty to take care of this garden and see that the flowers we plant grow and bloom. (**A hoe is given.**)

As vice-president, I present this symbol. It is your task to see the lady with the hoe has plenty of help in keeping down the weeds in the garden. (**A hoe is given.**)

To the secretaries, I present these symbols. May you use them in opening the furrows of the rows, before you plant some pinks. We suggest that your books and correspondence be kept in the pink of perfection at all times. (**Shovels are given.**)

To the treasurer, I present this symbol. May you use it to open the furrow of the rows, before you plant lunaria, which is the money plant. The flowers are not as important as the seed pods because they are round, silver and flat, and look exactly like silver dollars. Our treasury will need some silver and we hope this plant will supply our needs. (**A rake is given.**)

For the historian, I present this symbol. May you use it to prepare the grounds before you plant forget-me-nots. Your record of activities will help us not forget our many activities and accomplishments. (**A rake is given.**)

For the chaplain, I present this symbol. May you use it to open the furrow before you plant jonquils, a dignified flower that will uphold the dignity of your office. (**A shovel is given.**)

To the sergeant-at-arms, I present this symbol. May you use it to prepare the ground before you plant narcissus, whose fragrance and beauty remind us of the lofty ideas of our Founders whose aims we are yet striving to attain. (**A rake is given.**)

As members of this organization, may we meet the challenge of today and strive diligently to draw other interested people into Alpha Delta Kappa. Remember that you cannot serve that which you do not love; you cannot love that which you do not know. Therefore, we must know our organization and its needs.

Hints for this year's garden

1. Plant five rows of peas: Presence, preparedness, promptness, perseverance and perceptiveness.
2. Plant three rows of squash: Squash gossip, squash criticism, squash indifference.
3. Plant five rows of lettuce: Let us be faithful to duty, let us be unselfish and loyal, let us be true to our obligations, let us obey rules and regulations, let us love one another.
4. No garden is complete without turnips, so — turn up for the meetings, turn up with a smile, turn up with new ideas, and turn up determined to make everything count for something and the worthwhile.

Let us all plant our gardens early and cultivate them well!

By Laverne Kretch



Officer Installation Ceremony ***Share The Gifts of Office***

Everyone loves to receive a gift or present. Whether it is a surprise or a long-awaited event to celebrate, the gift always means something special — not only to the one who receives, but also the one who gives. That personal connection applies to the friend or family member who the gift is from and to whom the gift is given.

Today we are here to install newly elected officers for _____.

They each have special gifts to present to you, their sisters, as they begin the celebration of this new biennium by taking office. Each new officer brings assets or gifts to the position she will hold. Each one possesses those attributes we commonly know in Alpha Delta Kappa — giving of our time, energy and resources, accomplishment, scholarship and altruism. Our sisterly love binds us with them as we install the new officers of _____ today.

Each officer will be escorted by the sergeant-at-arms and introduced to the assembled members, giving her name and the office to which she has been elected. Each new officer will receive a token gift (specific to your theme), which is symbolic of new vitality for her to accomplish her duties in office.

(Each officer to be installed is brought in, starting with the immediate past president.)
(The person installing will give a small token gift wrapped with paper and/or bow to each new officer as a symbol of the gifts they have to offer Alpha Delta Kappa.)

_____, as immediate past president, you shall give the gifts of support and advice to the newly elected officers and chapter. In the event the president cannot fulfill her term in office, you will complete the unexpired term. Your dependable experience and practice will be the ribbon that binds and the tape that holds this chapter and executive board together with your support and encouragement.

_____, as chaplain, you shall open each meeting with a prayer, thought or meditation and have devotions in all rituals and ceremonies. To you, I give the gift of thoughtfulness as you bestow kindness and caring on sisters in your chapter/district. You will be able to keep in touch with members who are in need of warm words and keep the continued string-of-fellowship tied with the ribbon of love.

_____, as sergeant-at-arms, it shall be your duty to act as the doorkeeper and to perform such duties as are assigned during regular meetings, initiations, and other ceremonies. The gifts of agility and orderliness will be your guidepost, ever present in the business of the chapter/district. This wrapping of orderliness will be your present to the chapter/district.

_____, as historian, it shall be your duty to collect all publicity, pictures, and other materials pertaining to the chapter/district and its members. You shall also assemble them in an attractive for display at chapter, district, and S/P/N meetings. Your gift of creative ability will be a blessing to the chapter/district as they look back at the archives you will have assembled acknowledging the time and talents of each member of your chapter/district.

_____, as treasurer, you shall collect chapter, S/P/N, district, and International dues and will be custodian of such funds. You will disburse them as directed. It shall be your duty to collect pledge and initiation fees and badge orders. You will be responsible for remitting these funds to International Headquarters. Your gifts of capability and management will be assets to the chapter/district as you become the financial bookkeeper for your chapter/district.

_____, as corresponding secretary, you shall send semi-annual reports to International Headquarters and to your S/P/N president. You will be responsible for all necessary correspondence of the chapter/district. A gift of accountability is your contribution as you perform your duties for your chapter/district. Planning and management make the present a pretty sight in the eyes of every member.

_____, as recording secretary of your chapter, you shall keep the minutes of all meetings, the attendance, and other necessary records. You will keep track of the business, motions passed or defeated, and hold business to the agenda as set forth by the president. Your gift of writing and reporting will be the wrapping paper holding the chapter together from meeting to meeting during the biennium.

_____, as president-elect, it shall be your duty to assist the president in any way which presents itself. You will hold yourself in readiness at all times to accept any duties pertaining to your office. In the absence of the president, you will preside at meetings. You will be in charge of the chapter/district yearbook making sure all members and state officers have copies. You are also the program coordinator of your chapter meetings. Your present to the chapter/district is the tradition that is carried on from year to year. You are a strong presence in the chapter/district and learn from the workings of the business and fellowship. Your leadership is a distinctive contribution and keeps your chapter bound together as sisters.

(To Officers) Does each of you accept the duties of your office?

(Answer "I do.")

Raise your right hand and repeat after me:
“I do solemnly vow to fulfill the duties of my office.”

President _____, to you has been given the greatest honor and the greatest responsibility. As chapter president, it shall be your duty to preside at meetings of the chapter/district, to appoint necessary committees, and to devote such time as may be necessary to promote the interests of _____ Chapter. Your gift to the chapter is that of leadership as you and your executive board accomplish the business and projects of the chapter during the biennium. Your vision and guidance will be the essence of the whole gift that you share with the sisters of Alpha Delta Kappa.

Do you pledge yourself to the fulfillment of these duties?
(Answer “I do.”)

(To Officers) In electing you as officers of _____ Chapter/District for the coming term, your sisters have extended the highest honor. They have shown that they have confidence in your ability to keep the visions and standards of Alpha Delta Kappa high.

(To Members) Please stand. These officers have pledge to carry out the duties of their offices. Do you as members pledge your loyalty and support to them? The answer is “Yes, we pledge our support.”

_____, it gives me great pleasure to present you with this gavel, the symbol of your office. Will the immediate past president please pin the president’s badge? (At this time the president and immediate past president badges/guards may be pinned.)

(Closing prayer, thought or meditation)

Props:

Each new officer should receive a small token gift in wrapping/ribbon to symbolize the gifts of leadership each has to offer the chapter/district.

I used small wire baskets containing a tea light with a purple bow. You could use small boxes or gift bags. Something to symbolize a gift is the idea.

By 2002-2004 Texas State President Paula Raeke, Texas Delta Xi Chapter



Officer Installation Ceremony *HATS OFF TO ALPHA DELTA KAPPA*

Before we begin the installation ceremony for our new officers, a few remarks on the wonderful variety of hats worn here tonight! Thanks for being good sports and wearing them! Many of us have shared stories during dinner about the hats we are wearing tonight or memories of others we have worn.

Tonight we take our hats off to Alpha Delta Kappa, our international organization of women who dedicate themselves to educational excellence, altruism, and world understanding. We take our hats off to our sisters, our colleagues in the ongoing work of educating children in a better world for a better world.

We wear so many hats as women! First, we are daughters...who honor our mothers in health or in memory! Some of us wear hats as sisters, wives, mothers, grandmothers, mothers-in-law, aunts! And we all wear teacher hats! We are also volunteers, gardeners, golfers, runners, care-givers, cheerleaders. We are mediators, renovators, decorators, negotiators. We are empathizers, sympathizers, organizers. We are nurses or pastors or psychologists or disciplinarians. We are fixers and do-ers. We wear hard hats because we work hard! We wear visors because we have open minds and great vision.

Thank you, Sisters, for the many hats you wear!

(New officers are escorted to the front of the room)

In electing you as officers of this chapter for the coming two-year term, your sisters have extended to you a high honor and given you a responsibility. They have shown that they have confidence in your abilities to maintain the standards of this organization. As we charge you new officers with your duties and remind you of the hats you will wear, be also reminded of your roles as leaders.

Chaplain: You wear the hat of inspiration. Maybe a halo? It will be your responsibility to plan devotions or thoughts for opening each meeting or special function. The lovely thoughts that you share should provide strength and courage to your sisters. Wear your hat or your halo with love.

Sgt.-at-arms: You wear a sentinel's hat, the hat of order and protocol, assisting in such tasks as are required or assigned. You are the guardian of the framework of our organization. Wear your sentinel's hat with pride.

Historian: You wear a vintage hat! You are our link with our past, the keeper of our legacy, providing us with a clear big picture of where we have been. Your organization of the records and documents of the next two-year leg of our journey will provide insight and continuity into our chapter's progress. Wear your beautiful vintage hat with flair!

Treasurer: You wear a serious, no-frills hat! It is your responsibility, as custodian of your chapter's funds, to keep accurate records, to be detail oriented, and to be a conscientious manager of your chapter's finances. Wear your hat with dignity.

Corresponding Secretary: You wear the hat of friendship and hospitality, communicating with International and state, provincial or national officers with required reports for your chapter and with others as directed by your president. Wear your hat with ease and grace.

Recording Secretary: You wear the hat of a scribe. This hat will assist you in accuracy and organization and detail. It will be your duty to record the business of your chapter for posterity. Wear your scribe's hat with diligence.

President-Elect/Vice-President: You wear the hat of a visionary...maybe you wear a visor? This hat allows you to see ahead, to be aware of the needs of your organization, to be supportive of your president, to be creative in your planning efforts, to be ready to step in when needed. Wear your hat with dedication.

Do each of you accept the duties of your elected office? If so, raise your right hand and repeat after me: "I do solemnly vow to fulfill the duties of my office."

President: You wear the top hat! The hat of leadership and guidance. As president of your chapter, it will be your responsibility to give direction to your membership and to promote the interests of your chapter. It will be your duty to anticipate opportunities for service, and to devote such time as is necessary to the maintenance of your chapter's integrity. Wear your hat with great honor!

Do you accept the duties of your elected office? If so, raise your right hand and repeat after me: "I do solemnly vow to fulfill the duties of my office."

(To Members) Please stand: these officers have pledged to carry out the duties of their elected offices. Will you, as members of Upsilon and Alpha Epsilon, pledge your loyalty and support to them? The answer is "We pledge our support!"

Congratulations to all of you!
HATS OFF TO ALPHA DELTA KAPPA!

— By Joan Anderson, Iowa Alpha Epsilon Chapter



Officer Installation Ceremony

Keys

According to legend, there was at one time, somewhere in Europe, a beautiful cathedral. It was well known, not only for its beauty, but because it contained a most wonderful organ. The cathedral has the same organist for many, many years. Finally, his advanced age made it impossible for him to serve. However, his service has been so much appreciated that he was given the title, “Keeper of the Keys.” No one could play the organ unless the old organist gave that person the keys. One day, a young man came to the cathedral, and asked to play the organ. The old man was hesitant, explaining that the organ was very valuable and he couldn’t afford to give the keys to just any person. The young man was insistent and before the keeper of the keys knew what had happened, he had been persuaded to give the young man the keys to the organ. Suddenly, the cathedral was filled with the most beautiful music the old organist had ever heard. When the music ceased, he said to the young man, “May I ask who you are?” The answer came, “Sir, my name is Felix Mendelssohn.”

Now, let’s turn our thoughts to the _____ Chapter of Alpha Delta Kappa for the term of office of _____. Seated here at the front are the individuals whom you have elected to serve you during the two-year term. Just as the old organist was instructed to care for the keys, likewise, the charge from the membership of this organization to each of you new officers, is to be diligent and use discretion in letting the keys out or transacting the affairs of this chapter.

A master key is used to open not only the outer door of the house, but also each room in it. (Present keys to president and vice president.) Both of you must be thoroughly familiar with the whole organization structure of our sorority and chapter. You must become acquainted and mindful of every room (aspect) because we look to you to provide effective leadership.

Another room in our chapter house is the “Record Room.” Keys to this room are now presented to the recording secretary and corresponding secretary. Complete and accurate records must be kept. Also you will be responsible in keeping all members aware of what transpired at each meeting. The corresponding secretary must send in reports to International Headquarters, write all correspondence as requested by the chapter, and read as well as file all correspondence received by the chapter. The treasurer also will have keys to this room. It is her duties to receive all monies paid to and belonging to the chapter, disburse them as directed, keep an itemized account of receipts and disbursements, and report to the membership regularly.

The chaplain shall have the key to the room set aside for “Devotions.” She shall use the key to “open” every meeting with an appropriate selection.

The historian shall be the key person to the archives of the chapter. She shall keep mementos in a form, which can be kept for future chapters to review.

The final key is for the sergeant-at-arms. This key is the key to all action within chapter meetings. (Optional: She shall use her key to keep the door closed unless the organizational password and handshake are properly given before entrance.)

You have been given keys to specific realms – keys to specific duties. These keys used together open the “Door to Success” in this coming term of office within our chapter. May your keys never grow rusty because they have not been used. May there not be one door left unopened.

I declare you the duly elected, qualified, and installed officers of the _____
Chapter of Alpha Delta Kappa.

By Mary Wilhite, Missouri Alpha Tau Chapter



Officer Installation Ceremony *The Pearl*

Will the sergeant-at-arms please bring in the candidates for installation?

(The officers to be installed are brought in, escorted by the sergeant-at-arms and introduced to the assembled members, giving each officer's name and the office to which she has been elected, starting with the immediate past president, chaplain, sergeant-at-arms, historian, treasurer, corresponding secretary, recording secretary, president-elect and president.)

This evening it is my privilege to install newly elected officers for _____ Chapter.

Since ancient times the pearl has been a most treasured and valuable gem and a symbol of unblemished perfection. It has long been known as "The Queen of Gems." Natural pearls were so rare and expensive that they were reserved almost exclusively for the nobility and very rich. In classical Rome only persons above a certain rank were allowed to wear pearl jewelry. In the thirteenth and fourteenth centuries, pearls were very fashionable in Europe; however most of the European countries, like Rome, had laws regarding who could and could not wear pearls. The Latin word for pearl literally means "unique," attesting to the fact that no two pearls are identical.

These officers will be a treasure to your chapter. Like the pearl they are unique in their personality and are a valuable part of the new biennium. They each have special gifts to present to you. Each new officer brings her gifts to the position she will hold. Each one possesses those attributes we commonly know in Alpha Delta Kappa — giving of our time, energy and resources, accomplishments, scholarship and altruism.

_____, as immediate past president, you shall give the gifts of support and advice to the newly elected officers. In the event the president cannot fulfill her term in office, you will complete the unexpired term. Your experience together with your support and encouragement is one of the treasures that will enrich this chapter and executive board. Take this pearl as a symbol of the treasures found in Alpha Delta Kappa and the treasure that you bring to your chapter.

_____, as chaplain, you shall open each meeting with a prayer, meditation or thought for the day, and have charge of devotions in all rituals and ceremonies. You shall record the names of sisters joining the Omega Chapter. You shall comfort members who are in need of warm words. Take this pearl as a symbol of the treasures found in Alpha Delta Kappa and the treasure that you bring to your chapter.

_____, as sergeant-at-arms, it shall be your duty to act as the doorkeeper and to perform such duties as are assigned during regular meetings, initiations, and other ceremonies. You must be alert to chapter procedures, protocol, and policies. Orderliness will be your guidepost ever present in the business of the chapter. Take this pearl as a symbol of the treasures found in Alpha Delta Kappa and the treasure that you bring to your chapter.

_____, as historian, it shall be your duty to collect all publicity, pictures, and other materials pertaining to the chapter and its members. You shall also assemble them in an attractive book for display at chapter, district, and S/P/N meetings. Your creative ability will be a blessing to the chapter as they look back at the archives you will have assembled. These archives will acknowledge the time and talents of the members of your chapter. When the occasion arises, you will submit materials to the S/P/N or International Historian. Take this pearl as a symbol of the treasures found in Alpha Delta Kappa and the treasure that you bring to your chapter.

_____, as treasurer, you shall collect chapter, S/P/N, and International dues and will be the custodian of such funds. You will disburse them as directed. It shall be your duty to collect pledge and initiation fees and badge orders. You will be responsible for remitting these funds to International Headquarters. Your capability and management will be assets to the chapter as you become the financial bookkeeper. Take this pearl as a symbol of the treasures found in Alpha Delta Kappa and the treasure that you bring to your chapter.

_____, as corresponding secretary, it will be your responsibility to send in reports to International Headquarters and to the S/P/N president. You will also be responsible for any other necessary correspondence for the chapter. You should develop an understanding of the work of the chapter so that you can answer questions when new members request information. Take this pearl as a symbol of the treasures found in Alpha Delta Kappa and the treasure that you bring to your chapter.

_____, as recording secretary of your chapter, you shall keep the minutes of all meetings, the attendance, and other necessary records. You will keep track of the business, motions passed or defeated, and hold the business to the agenda as set forth by the president. You must strive to be accurate and concise in recording for posterity the actions taken by your chapter. Remember to record not what was said, but what was done. Your writing and reporting will hold the chapter together from meeting to meeting during the biennium. Take this pearl as a symbol of the treasures found in Alpha Delta Kappa and the treasure that you bring to your chapter.

_____, as president-elect, your major responsibility will be to serve as program chairman and to compile the chapter yearbook making sure all members and S/P/N officers have copies. Be aware of the importance of the programs . . . they need to maintain the interests of the members. Be aware of the importance of the yearbook to members... it will be their essential guidebook for the biennium. It shall be your

duty to assist the president in any way that presents itself. You will hold yourself in readiness at all times to accept any duties pertaining to your office. In the absence of the president, you will preside at meetings. You are a strong presence in the chapter and will learn from the business and fellowship. Your leadership is a distinctive contribution and keeps your chapter bound together as sisters. You will be a member of your area Council of Presidents. Take this pearl as a symbol of the treasures found in Alpha Delta Kappa and the treasure that you bring to your chapter.

President _____, to you has been given the greatest and highest honor your chapter can bestow on one of its members. It also comes with the greatest responsibility. You must be a combination of many things. You must be gracious, tactful, considerate, enthusiastic, willing to listen, able to lead, knowledgeable about the sorority, and interested in the unity and progress of this chapter. As chapter president, it shall be your duty to preside at chapter meetings, to appoint necessary committees, and to devote such time as may be necessary to promote the interests of _____ Chapter. You, too, will be a member of your area Council of Presidents. Your treasure is that of leadership as you and your executive board accomplish the business and the projects of your chapter during the biennium. Your vision and guidance will be the treasure that you share with the sisters of Alpha Delta Kappa. Take this pearl as a symbol of the treasures found in Alpha Delta Kappa and the treasure that you bring to your chapter. Enjoy your presidency and the members will enjoy it with you.

(To Officers) In electing you as officers of _____ Chapter, your sisters have extended the highest honor of leadership. They have shown that they have confidence in your ability to keep the visions and standards of Alpha Delta Kappa high. You will combine your talents with those of the members for a most successful biennium. Officers, let each one of you be a "treasured pearl" to whom the members look for leadership and guidance. Officers, do you pledge yourself to the fulfillment of these duties?

(Answer, "I do.")

Raise your right hand and repeat after me:

"I do solemnly vow to fulfill the duties of my office."

I now declare you duly installed as the officers of _____ Chapter of _____ Alpha Delta Kappa for the new biennium.

(To Members) Will the members please stand? These officers have pledged to carry out the duties of their offices. Do you as members of _____ Chapter pledge your loyalty and support to them?

(The answer is "Yes, we pledge our support.")

(To the President) _____, it gives me great pleasure to present you with this gavel, the symbol of your office.

Will the new president please present the past president's gavel guard to the immediate past president?

Congratulations to the new officers.

This concludes the installation ceremony.

Props:

As each new officer is installed, she receives a large pearl on a gold strand to symbolize the treasure of leadership each has to offer the chapter. (Make the strand at least 30 -36 inches tying the ends together – long enough to place over the head and hang around the neck.) The pearls and gold string may be purchased at a craft store such as Hobby Lobby, A.C.Moore, or Michael's. I put these on top of an open treasure chest filled with pearl strands (like Christmas garlands), coins, and "gems," and present the pearl to each new officer as she is installed.

By 2004-2006 Alabama State President Gayla Sellers



Officer Installation Ceremony ***The Leadership Penny***

(Each member present should receive a penny, face side up. Ceremony requires three people.)

Leadership is vital to the success of any chapter. Whenever people come together, interaction and communication should evolve. For example, leadership should take place between parent/child, teacher/student and chairman/committee member. Such an exchange will create a person-to-person relationship and leadership will result and be evident.

Now, take the coin you have been given and put it in your hand, face up. This coin will tell us the story of leadership, which, like any story, has two sides.

Voice 1: I am the face side of the coin we call leadership. I am the leader you know best. I am the leader with a face — the designated leader. I stand before you as teacher, officer, committee chairman, your Sister. I am the leader who has been appointed, elected or chosen for the position of chapter responsibility. I am the leader with a face. I am the designated leader.

There are three styles of leadership which I may assume in the chapter I lead. You have seen me assume all of them at times.

I may wear the style of the authoritarian leader, for I come with both problems and answers. I know the job that is to be done, and sometimes I don't care whom I must walk over to get it done.

OR, I may wear the laissez faire style of "anything goes." I have no plans; hence, little or nothing is accomplished in the chapter.

BUT, the style of leadership I like best is the democratic style. Here, I have the ability to draw out the chapter. Recognizing needs and feelings of persons is equally as important as getting the job done. I help the chapter. I serve the chapter.

These are the three styles of the designated leader.

Now, turn over the coin which you hold in your hand. The leader's face is gone. Look closely between the columns of the lovely Lincoln Memorial and you will find something interesting. (Allow time for them to see that Lincoln is seated there.) The face is gone, but the leader is still there.

Voice 2: I am the side of the leadership coin we call the member leader. I may not be as well known to you as the designated leader, but I am equally important. The day of the “prima donna” leader is gone. In our growing concept of leadership I, as a members leader, assume a feeling of responsibility for the chapter. There are many things I may do as a good member leader. I may:

. . . give a friendly smile or word of welcome to a new member or lonely person.

. . . open a window for fresh air if the room is stuffy.

. . . offer a bit of humor if the discussion becomes tense and heated.

. . . draw the “quiet ones” into conversation by asking what they think of plans the chapter is making.

. . . add fresh ideas to the discussion before the chapter.

. . . ask pointed questions to further stimulate discussion.

I am the leader whose presence is felt. I am the member leader.

In our hands we each hold the coin of leadership. Both sides of this coin are important. The designated leader and the member leader must be an equal part of any chapter.

We have elected a slate of designated leaders. Will you please come forward as your name is called. (Call the names of newly-elected officers.)

Your sisters have extended to you a very high honor. They have shown that they have confidence in your ability to keep the standards of Alpha Delta Kappa high. They will look to you for leadership. Let each of you be the “shiny new penny” whom the member leaders look up to.

_____, as **chaplain** you shall open each chapter meeting with a prayer or thought for the day and have charge of devotions at all rituals and ceremonies. You shall report the names of sisters joining the Omega Chapter to the S/P/N chaplain and International Headquarters.

_____, as **sergeant-at-arms** you are to guide and direct the chapter affairs; serve as the doorkeeper of the chapter; and accept the handshake and password (*handshake and password are optional*). You must be alert to chapter procedures, protocol and policies.

_____, as **historian** you will collect all publicity, pictures and any other material pertaining to the chapter and its members. When the occasion arises, you will submit materials to the S/P/N historian and the International Historian.

_____, as **corresponding secretary** it will be your responsibility to send in reports to International Headquarters, to the S/P/N president and take care of any other necessary correspondence for the chapter. You should develop an understanding of the work of the chapter so that you can answer questions when new members request information.

_____, as **recording secretary** you must strive to be accurate and concise in recording for posterity the actions taken by your chapter. Remember to record not what was *said*, but what was *done*.

_____, not everyone can do or will want to assume the responsibilities of this office. As **treasurer**, your duties require collecting dues, informing the membership as to the financial status of the chapter and meeting all financial obligations on time. You shall make reports to the S/P/N treasurer and to International Headquarters.

_____, as **president-elect** you must be the understudy to the president and be able, as well as prepared, to take over for her at a moment's notice. You must be ready to do whatever she requests of you for the good of the chapter. Your major responsibility will be to serve as program chairman. You will be a member of the metro and S/P/N presidents' councils.

_____, as the **immediate past president** you will serve as an advisor to the president. You will also be a member of the metro and S/P/N presidents' councils.

Do you promise to carry out the responsibilities of your respective offices? And over and above just performing them, do you promise to try and bring to them your love, enthusiasm and joy. If so, answer, "I will."

_____, as **president**, you must be a combination of many things. You must be gracious, tactful, considerate, enthusiastic, willing to listen, able to lead, knowledgeable of the workings of this organization, and interested in the unity and progress of your chapter. You, too, will be a member of the metro and S/P/N presidents' councils. The office of president is the highest honor your chapter can bestow on one of its members. Enjoy your presidency and the members will enjoy it with you. I now install you,

_____, as president of _____ Chapter of _____ Alpha Delta Kappa. You will combine your talents with those of the member for a most successful biennium. If you accept these responsibilities, please say, "I will."

I now declare you duly installed as the officers of _____ Chapter of _____ Alpha Delta Kappa for the _____ biennium.
Congratulations.

These officers have been elected to continue the work of this chapter. Do you members of _____ Chapter pledge your loyalty and support to them? If so, answer, "we will."

HAPPY is the leader who has not merely sought high places, but who has been drafted into service because of her ability and willingness to serve.

HAPPY is the leader who knows where she is going, why she is going and how to get there.

HAPPY is the leader who knows no discouragement.

*HAPPY is the leader who knows how to lead without being dictatorial.
True leaders are humble.*

HAPPY is the leader who develops leaders while leading.

*HAPPY is the leader who leads for the good of the most concerned
and not for the gratification of her own ideas.*

HAPPY is the leader who seeks the best for those she serves.

HAPPY is the leader who has her head in the clouds and her feet on the ground.

HAPPY is the leader who considers leadership an opportunity for service.

This concludes our installation service.

— Adapted by Mary Fair, Colorado Xi Chapter



Officer Installation Ceremony *The Rainbow*

Nothing in the daytime sky is more beautiful than the rainbow — but it takes drops of water illuminated by the sun to create it. When we search the daytime sky after a rain shower and see the beauty of the rainbow along with clouds and birds and planes, no matter what time of day, we realize that our sisterhood, too, is filled with change. And change is good. It is especially so when we have sisters who are talented, vibrant and giving – each willing to take her place in the scheme of the Chapter – the life of Alpha Delta Kappa. And so I have chosen the seven beautiful colors of the rainbow as representative of this installation ceremony.

The rainbow has only seven colors — each color significant unto itself. It never changes. Like the rainbow, Alpha Delta Kappa is made up of sisters of different colors, creeds, and races. Like the rainbow, our sorority will never change — in its attitude about sisterhood. The satisfaction that we receive from the sisterhood extends from beginning to end. Today we prepare to honor sisters who have offered to give of themselves – their time, their energy, and their hard work—to the sisterhood. We are happy for these newly elected officers — yet, we must also honor those who are leaving the offices they have so ably performed during the past biennium. Will the outgoing officers stand, please? Let’s give our outgoing officers a hearty round of appreciation

Ask the new officers to come forward and form a semi-circle. [Read “The Rainbow Story.”]

In electing each of you as an officer of _____ Chapter, Alpha Delta Kappa, your sisters have extended to you a high honor. They have shown that they have confidence in your abilities to keep high the standards of Alpha Delta Kappa. They will look to you for leadership.

_____, as chaplain, you will be in charge of devotions at meetings, installations, initiations, and whenever needed. To you I give the **indigo** bow signifying faithfulness and purity.

_____, as historian, you shall keep an accurate and concise history of AΔK. You shall file in a proper manner all interesting and important reports of our work. To you I give the **green** bow, signifying growth —for your records will preserve the growth of your chapter.

_____, as sergeant-at-arms, it shall be your duty to act as doorkeeper and to perform such duties as are assigned during regular meetings, initiations and other ceremonies. To you, I give the **yellow** bow, signifying wisdom, which with discretion, you must exercise in your office.

_____, as treasurer, you shall collect chapter dues and be custodian of all funds. You will disburse these funds as directed. Because white is the color of purity and accuracy, I give to you the **white** bow.

_____, as corresponding secretary, you shall have the **red** bow. Red stands for faithfulness and you will faithfully attend to the correspondence of the chapter. Your red bow is for the faithful attention to all your duties.

_____, as recording secretary, you will keep an accurate record of all meetings of your chapter. Orange is a combination of yellow and red. Because your office requires wisdom and faithfulness, I give to you the **orange** bow.

_____, as president-elect, it shall be your duty to assist the president in any way that presents itself, to hold yourself in readiness at all times to accept any duties pertaining to your office, and to preside in the absence of the president. You will be true blue to her, her right-hand-woman, so to speak. I give to you the **blue** bow, the color of loyalty.

The greatest honor and the greatest responsibility in the chapter have been given to you, _____. As president, it shall be your duty to preside at meetings, to appoint needed committees and to devote the time necessary to support the interests of Alpha Delta Kappa. Do you pledge yourself to the fulfillment of these duties? [Please answer, "I do."] Purple has historically been the color of royalty. So I give to you the **purple** bow. It symbolizes your elevated position of leadership. I also pass to you this gavel — the symbol of the president.

TO ALL THE OFFICERS: Do you accept the duties and responsibilities of your offices? If so, please answer, "We do." Please raise your right hand and repeat after me: "I do solemnly give my promise to fulfill the duties of my office."

You have heard your newly elected representatives pledge to carry out the duties of their offices. Do you, as members, pledge your support and loyalty? If so, please answer, "We pledge our support and loyalty."

By the power vested in me, I now declare you duly installed officers of _____ Chapter, Alpha Delta Kappa.

Just as it takes all eight colors to form a beautiful rainbow, it will take all of us working together to make a finer and more beautiful sorority. The greatest reward that we receive for good work is the ability to do even better work. I wish you all great success and happiness in the biennium ahead.

— Submitted by Tina Fortson-Rivers, Maryland Eta Chapter

1. Chaplain - indigo
2. Historian - green
3. Sergeant-at-Arms - yellow
4. Treasurer - white
5. Corresponding Secretary - red
6. Recording Secretary - orange
7. President-elect - blue
8. President - purple



Officer Installation Ceremony *The Rainbow II*

We are gathered here today to install the newly elected officers of _____ Chapter. Theirs is the important job of guiding the _____ towards a successful two years, towards the pot of gold at the end of the rainbow.

_____ as chaplain of _____ Chapter, you shall be responsible for planning devotions or thoughts for the meetings or special functions, always keeping in mind that these thoughts should provide strength, courage and inspiration for the members of _____ Chapter. Your color of the rainbow shall be red to represent the strength and courage you shall impart in the thoughts you prepare.

_____ as sergeant-at-arms, it shall be your duty to act as doorkeeper and to perform such duties as are assigned. Your color of the rainbow shall be orange to represent the cheerfulness that will be evident as you assist in keeping each meeting running smoothly.

_____ as historian, you shall be the keeper of the archives. It shall be your duty to collect all the publicity, pictures, and other material pertaining to the chapter and its members. You shall assemble it in an attractive form for display. You shall also write a brief history of chapter activities during your term of office in order that a continuous history of your chapter will be available. Your color of the rainbow shall be yellow to reflect the “glowing” activities of the _____ Chapter that can be found pictured and written among the pages of the archives.

_____ as treasurer of _____ Chapter, it shall be your responsibility to collect chapter, S/P/N and International dues and be the custodian of such funds. You shall disperse these funds as directed. Your color of the rainbow shall be green to represent the financial transactions you will handle.

_____ as corresponding secretary of _____ Chapter, you shall send in reports of meetings to International Headquarters and to your S/P/N president. You will handle other necessary reports as directed. You will be responsible for all necessary correspondence of the chapter.

_____ as recording secretary, you shall keep the minutes of chapter meetings and other necessary records.

The color of the rainbow for both of you shall be blue to represent the ever widening horizons of Alpha Delta Kappa that are available to members when the channels of communication are kept open and in good order.

_____ as president-elect (or vice-president) you shall serve as an assistant to the president and help in any way which presents itself. In the absence of the president you will preside at meeting. Your color of the rainbow shall be indigo to represent the peaceful feeling _____ Chapter members will have knowing that you will be there to assist when needed.

Do each of you accept the duties of your office? Raise your right hand and repeat after me . . .
“I do solemnly vow to fulfill the duties of my office.”

_____ to you has been given the greatest honor and responsibility. You will play an important role in guiding the _____ Chapter during these next two years. As president, it shall be your duty to preside at meetings and any other designated functions of _____. You shall appoint any necessary committees and devote such times as may be necessary to promote the interests of _____. Do you pledge yourself to the fulfillment of these duties?

Please raise your right hand and repeat after me: “I do solemnly promise to accept and execute the duties of my office.”

_____, your color of the rainbow shall be violet to represent the significance of your office.

(To other members) These officers have pledged to carry out the duties of their offices. So you as members pledge your loyalty and support to them?

(Close with a final prayer, your own thoughts or appropriate comments.)

Materials Used:

- Long stemmed white mums (to which ribbons depicting the colors of the rainbow are attached.)
- A flower bearing the appropriate color of ribbon is to be handed to each officer as she is being installed.

By Past International President Joan Ojala



Officer Installation Ceremony

Sands of Time

To everything there is a season, and a time to every purpose under the Heavens;

A time to be born, and a time to die,
A time to plant and a time to pluck up that, which was planted,
A time to kill, and a time to heal,
A time to break down, and a time to build up,
A time to weep, and a time to laugh,
A time to mourn, and a time to dance,
A time to cast away stones, and a time to gather stones up,
A time to embrace, and a time to refrain from embracing,
A time to get, and a time to lose,
A time to keep, and a time to cast away,
A time to mend, and a time to sew,
A time to keep silence, and a time to speak,
A time to love, and a time to hate,
A time of war, and a time of peace.

Ecc. 3:1-8

At this beginning of a new biennium for _____ Chapter, it is a good thing for us all to consider and focus our attention upon the fact that there is a time for every purpose. Seneca once said, "Nothing is ours except time." But certainly he must have known that time is ours only to use. Time is ours for a season. We cannot possibly create one moment. Neither can we borrow a moment. We cannot do away with or destroy a moment. But we can use or misuse moments of precious time and without question, we waste time. There is an old French proverb which says, "All the treasures of earth cannot bring back one lost moment." As we have this installation for the officers of this organization, let us consider some good uses of time. Don Ackland says, ". . . the important thing in any great endeavor is to know where and how to begin." To you, the officers, may we say the place to begin is in prayer. You have been elected because the members of this chapter saw in each of you the qualities of leadership. To be a good leader is indeed a given talent. Each of you must work diligently for the success of this chapter. There are some points, which will help you to each know success.

1. A true leader is able to work with others.
2. The enlistment of new members will add strength and effectiveness to our chapter. Growth assures the future for our organization.
3. Now is the time for each of you to examine yourself and your motives for service.
4. Evaluate your time. Learn to put first things first. Our sense of values must be adjusted accordingly.

5. Now is the time to do. Let each of you be ever mindful of the importance of the great gift of time. May you use the gift wisely.

There is a limited period of time for the officers of this organization to make it a good one. Your task is not easy. Remember as someone has written long ago, "Anyone can carry his burden, however heavy, till nightfall. Anyone can do his work, however hard, for one day. Anyone can live sweetly, patiently, lovingly, purely till the sun goes down. And this is all that life ever really means."

(Each officer is given an egg timer.)

1. President _____. Your time will be filled with seeing that the others do not let their time run out without fulfilling their allotted tasks. Think of yourself as one holding a timer in your hand and you must have unparalleled success before the sands of these two years' runs out.
2. Vice President _____. Your timer is to remind you that you cannot be and can be at the same time. If you serve faithfully in your allotted place you cannot lose. Your sands of time can help you serve your president and will run out as fast as your presidents'.
3. Recording Secretary _____. Your timer is to remind you that your time is well spent at each meeting as you keep records. Yours will be the splendor of beauty; the beauty of well kept minutes.
4. Corresponding Secretary _____. Your time will be designated for you by the S/P/N president, International President, and our own chapter president to send the reports in to the proper place on time, as well as taking care of other necessary chapter correspondence.
5. Treasurer _____. Your time will be well spent collecting dues, making reports, and disbursing funds as directed by the core of the chapter.
6. Chaplain _____. Sands of time for you will be spent with devotions and timely thoughts of the day at chapter meetings and other fraternal functions.
7. Historian _____. Sands of time for you will be as the keeper of the archives. Much time will be consumed in collecting mementos of chapter and other events.
8. Sergeant-at-Arms _____. Your sands of time will be taken up by serving as doorkeeper at each meeting and at ceremonies.

Each one of your offices requires that you use your sands of time differently.

(Closing prayer, thought or meditation)

You have met as officers for a brief period of time to serve together for the benefit of our chapter. May you work together and help each other before your Sands of Time run out on your period of chapter services.

By Grace Travelstead



Officer Installation Ceremony *Share the Gift*



2003-2005 International President Colleen Jacobson chose the theme "Share the Gift" and her logo is a gift box with Alpha Delta Kappa shining from its opened lid.

When giving gifts to teachers, one can usually make them happy by giving them a book.

As Charles Eliot wrote: Books are the quietest and most constant of friends; they are the most accessible and wisest of counselors, and the most patient of teachers.

Drawing from this theme and quote, I will use books as symbols to highlight the diversity of our chapter offices and to celebrate our love of teaching and our Alpha Delta Kappa sorority.

In selecting you as officers of _____ Chapter for the new biennium, your sisters have extended to you a very high honor. They have shown that they have confidence in your ability to keep the standards of Alpha Delta Kappa high. They will look to you for leadership. Through your diverse leadership roles and duties, you will add another interesting chapter to _____ 's own story.

Chaplain: In selecting a book to represent your position, I have chosen an interior design book . . . for you, _____ , will sometimes change the design of your sisters' thoughts and set the tone for the meetings while you inspire their spirits.

Sergeant-at-Arms: For you, _____ , I have chosen a mystery book - because you may be checking the handshake and password when called upon to do so. You may have to give clues to help the newer members of your chapter. Your position of doorkeeper will keep you alert to the procedures and policies of your chapter.

Historian: The book that represents your activities, _____ , would have to be a beautiful picture book Your wonderful photographs and memorabilia of your chapter's activities will be easy to look at again and again. This book will definitely be a favorite of your chapter's president.

Corresponding Secretary: A friendship book revolving around relationships will be the book relating to your position, _____. It is through your efforts that we will hear the stories from other parts of our organization.

Recording Secretary: A read-aloud book will represent the office of the recording secretary. You, _____, will use your re-telling expertise to tell not what was SAID, but what was DONE. Your story will be the official condensed version.

Treasurer: A science book will capture the essence of the treasurer's job. This type of book explains the exact way things work. With the story told in numbers, instead of words, your office is a most important one, _____, to all chapter members.

President-Elect: As president-elect, your book, _____, will be a "How To" selection. You will be an apprentice to the president and learn how to carry out that position in the future. If the president is not able to perform, you will fill in for her when needed. Your books are actually shared - one person holding each cover - for together you make a great team.

President: The most exciting book I have saved for your new president. Your book, _____, will be a very large action-packed adventure story. It will be filled with many activities to keep each and every chapter member turning the pages. Your chapter is waiting for you to open the cover and begin this fun-filled tale by presiding at meetings, and appointing necessary committees. Enjoy your presidency and the members will enjoy it with you. Just as a library holds many diverse genres, your chapter holds many different personalities and talents. You will be the person responsible for blending them into a successful group.

To All Officers: Do you accept the duties and responsibilities of your offices? If so, answer "I do." Raise your right hand and repeat after me: "I do solemnly vow... to fulfill the duties of my office." These officers have pledged to carry out the duties of their offices. Do you, as members, pledge your loyalty and support? The answer is: "We pledge our support. "

And to you, _____, as immediate past president of _____ Chapter, we have a special book to represent your position . . . a ready reference book. It is full of knowledge and can be opened when needed. You will remain on the executive board and continue to share your expertise and for that, we all thank you.

I wish you all great success and the very best in the biennium ahead. Remember to continue sharing your love of reading, teaching and that special gift of Alpha Delta Kappa membership.

Let's give them a hand . . .

— By Shirley Bruns, Arizona Mu Chapter

Officer Installation Ceremony

**** *Shining Stars of AΔK* ****

"You're a shining star, no matter who you are---Shining bright to see, what you can truly be. " The lyrics by Earth, Wind and Fire were chosen today as we prepare for the installation of the new officers of _____ Chapter.

As we gather together in celebration of "Excellence in Action", we can draw inspiration from the beauty of these "shining stars" in our midst that have truly become excellent examples of what our Founders began ___ years ago.

It is my privilege to install you as new officers who have been chosen for leadership in _____ Chapter. In making its choices, the membership has expressed its conviction that you possess the qualities necessary for the responsibilities you will now assume.

_____, as immediate past president, you shall guide, give support and advice to the newly elected officers. In the event the president cannot fulfill her term in office, you will complete the unexpired term. I give you the constellation Pyxis, whose symbol is the Mariner's Compass as you work to keep your _____ sisters on course.

_____, as chaplain, you shall open each meeting with a thought for the day and have charge of devotions in all rituals and ceremonies. To you I give the constellation ARA, whose symbol is the Altar as you touch your _____ sisters with words of inspiration.

_____, as sergeant-at-arms, it shall be your duty to act as the doorkeeper and to perform such duties as are assigned during regular meetings, initiations, and other ceremonies. I give you the

constellation Sagitta, whose symbol is The Arrow as you point your _____ sisters in the right direction.

_____, as historian and keeper of the archives, it shall be your duty to collect all publicity, pictures, and other materials pertaining to the chapter and its members. You shall also assemble them in an attractive form for display at chapter, district and S/P/N meetings. To you I give the constellation Pictor whose symbol is the Easel as you paint an accurate and interesting history of _____ Chapter.

_____, as treasurer, you shall collect chapter, S/P/N and International dues and will be custodian of such funds. You will disperse them as directed. It shall be your duty to collect membership fees and badge orders. You will be responsible for remitting these funds to International Headquarters. I give you the constellation Crater whose symbol is The Cup as you manage the coffers for your _____ sisters.

_____, as corresponding secretary, you shall send reports to International Headquarters and to your S/P/N president. You will be responsible for all necessary correspondence of the chapter. To you I give the constellation Pegasus whose symbol is the Winged Horse as you swiftly and accurately send messages to and for _____ sisters.

_____, as recording secretary, you shall keep the minutes of all meetings, attendance, and other necessary records. You will keep track of the business, motions passed or defeated, and hold business to the agenda. I give you the constellation Horologium whose symbol is The Clock as you prepare timely records for your _____ sisters.

_____, as president-elect, it shall be your duty to assist the president in any way which presents itself. You will be ready at all times to accept any duties pertaining to your office. In the absence of the president, you will preside at meetings. To you I give the constellation Andromeda- whose symbol is The Princess as you await your coming to the chair.

President _____, to you has been given the greatest honor and greatest responsibility. As chapter president, it shall be your duty to preside at meetings of the chapter, to appoint necessary committees and to devote such time as may be necessary to promote the interests of _____ Chapter. I give you the constellation Cassiopeia- whose symbol is The Lady of the Chair as you humbly and graciously lead your sisters of _____ Chapter.

(To New Officers) **Does each of you accept the duties of your offices?** **ANSWER:** "I DO"

Raise your right hand and repeat after me: "I do solemnly vow---- to fulfill the duties of my office."

(To New Officers) In electing you as officers of _____ Chapter for the coming biennium, your sisters have shown that they have confidence in your abilities to keep the "Excellence" of Alpha Delta Kappa as high as the stars. Your bright twinkling stars will shine as you guide your _____ sisters to "Action" in altruism, educational excellence, and fraternal support to all members.

(To Members) **Members please stand.** These officers have pledged to carry out the duties of their offices. Do you as members pledge your loyalty and support to them? **ANSWER:** "We do pledge our support."

In closing:

"Shining star come into view, shine its watchful eye on you

Give you strength to carry on, to keep " **AΔK**" big and strong

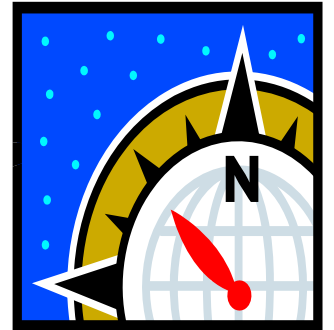
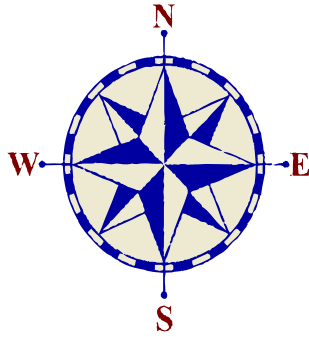
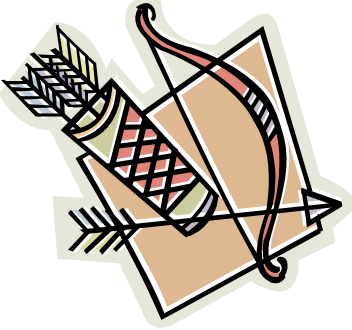
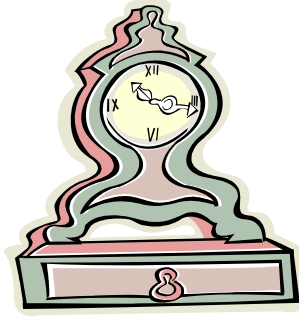
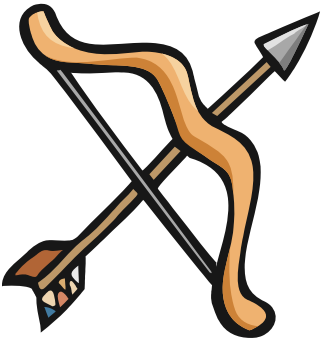
You're **ALL** shining stars---- Shining bright to see----

What your " **AΔK**" life can truly be.

Congratulations to our new officers and all sisters of _____ Chapter.

Props suggestion: I downloaded clip-art symbols for each of the constellations chosen and printed them on mailing labels. I attached them to the front cover of small notepad. They could also be attached to cut out stars or colored card stock cut for bookmark.

** This ceremony was adapted from Officer Installation Ceremony *Star Gazing* by Paula Raeke, Texas Delta Xi Chapter





Officer Installation Ceremony ***Launching the Ship***

If you and I could have the privilege of standing at one of the nation's big ports today and watch one of the great vessels steam out into the open seas, we would be impressed by one fact. That many men trained exactly for each specific duty, performed individual tasks efficiently, and thus assured the making of a good trip. This same devotion to duty in our sorority can make for a successful trip on our ship. Each one of our "mates" must know her individual job, its requirements, and its importance to our "ship."

PRESIDENT: As I commission you to the high post of admiral, I will hand you this compass. You will set the course of this ship. To you the other officers will come with questions pertaining to this ship and its voyage. How necessary it is for you to keep the long look, the high vision, and the true course! Be true and faithful to your high commission.

VICE-PRESIDENT: I will present to you the steering wheel. All the sorority will look to you for enthusiasm and zeal. You must make life aboard your ship so attractive that there will be no deserters.

RECORDING SECRETARY: To you as symbol of your office, I present a log book in which is to be kept record of the happenings of this voyage. Be sure your record is true. A record properly kept should inspire all to chart a nobler course in the future.

CORRESPONDING SECRETARY: To you I give the flags for sending messages. You must send out necessary correspondence, receive such from other ships and ports and keep all such below deck for future reference.

CHAPLAIN: You now receive your commission as chaplain. You are charged with the general spiritual interests of all hands on deck. What a noble and challenging commission!

TREASURER, HISTORIAN AND SERGEANT-AT-ARMS: To each of you mates, I give a link of the anchor chain. A chain is of no value unless every link is strong and faithful. The financial link is necessary for the work for the ship to proceed and expenses to be met. The historical link must be kept so those previous trips can be remembered and learned from. The guardian link must be kept strong so that only worthy seamen can come on board the ship.

To the other members, let me assure you of your importance to the successful voyage of the ship. No ship can function with officers alone. Every seaman must give faithful service or the ship will meet with an untimely fate at sea. Let this ship set sail on the sea of the future with officers and mates determined to have a worthwhile and happy voyage.

By Louise Godwin, Missouri Beta Iota Chapter

Officer Installation Ceremony

Sisterhood Symphony

In 1947, Agnes Shipman Robertson saw a need to recognize and support professional efforts of outstanding women educators. Her vision was to create an organization which would encourage fellowship while promoting educational excellence, altruism and world understanding. With the help of Marie Neal, Marion Southall and Hattie Poppino they composed a simple melody of chapters which grew to become an international symphony of sisterhood.

Today, we will install the new officers of _____chapter of Alpha Delta Kappa. We are thrilled to install these new officers - yet, we must also honor those who have served us during the past biennium. Will the outgoing officers please stand. Let's give them a round of appreciation.

You have been asked to assume the responsibility of guiding us for the next biennium. Our membership has confidence that you possess the qualities necessary for the responsibilities you now assume.

There is nothing more soothing than music. Your work as officers may be likened to a musical composition. It takes many elements to complete a composition.

Sergeant-at-Arms - your symbol for the composition will be the measures which keep order. _____, as sergeant-at-arms, it shall be your duty to maintain order and perform duties assigned during rituals and ceremonies.

Treasurer- your symbol would be the key signature. You need to be "sharp" and are the **key** to maintaining the finances. _____, as treasurer, you shall collect the dues and disperse them to chapter, state and International. You are the custodian of all chapter funds and will make regular reports, keeping itemized receipts and expenses. You will work with the budget committee to prepare a budget for the biennium.

President-elect - Your symbol is the time signature. In time, you will become president. _____, as president-elect, your duties will be to assist the president. You will introduce speakers and programs. You will be

responsible for the compilation of the chapter yearbook. In the absence of the president you will preside at meetings.

Chaplain- your symbol is the dynamics. They may be forte or pianissimo. _____, as chaplain, you shall open each chapter meeting with a "thoughtful reading" and a prayer.

Corresponding Secretary- Since you note, record and report your symbols are the notes in our melody. _____, as corresponding secretary you shall handle all correspondence between chapter, state and International. You are responsible for completing and mailing quarterly reports.

Historian- you represent the melody. It is the ongoing song of our chapter. _____, as historian, it shall be your duty to collect pictures and other materials pertaining to our chapter. You shall compile the chapter's archives to commemorate these activities.

Recording Secretary- you are the lyrics. _____, as recording secretary, you shall take attendance and record the minutes of all chapter meetings. You will email minutes to each member and keep a file of chapter meeting minutes.

President- Now that we have the elements of our composition in place a conductor is needed. Your symbol is this baton which will enable you to guide our symphony of sisterhood. _____, as President of _____ chapter, you have the greatest honor and responsibility. It shall be your duty to plan the agenda and preside at each chapter meeting. You will appoint committees and communicate with chapter members through newsletters and emails. You should guide all officers and committee chairs in the fulfillment of their duties.

Our composition is now complete. Will you raise your right hands and repeat after me as you pledge to fulfill your duties as elected officers.

I DO SOLEMNLY VOW TO FULFILL THE DUTIES OF MY OFFICE.
A composition has many timbres and harmony. Members of _____ chapter, you represent those elements. These officers have pledged to carry out

their duties. Do you, as members, pledge your loyalty and support to them?
If so, please answer, WE PLEDGE OUR SUPPORT.

Officers, your sisters have extended you a high honor. They have confidence in your abilities and will look to you for leadership. Therefore, I declare you the new officers of _____ chapter of Alpha Delta Kappa. I wish you success as you lead our chapter.

Conclude with the singing of "Lamp of ADK".

Created by

Linda Christ - Wisconsin Nu Chapter

Props: Large sheet of white tagboard to attach symbols. Another large sheet to create the staff, melody and lyrics.

(as each officer is announced, give them their symbol)

Staff placed at the top of the large sheet. - sergeant-at-arms

(next 2 attached to the staff)

Treble Clef and one flat - treasurer

4/4 time signature - president elect

f (for forte) attach under the staff- chaplain

notes to place on the staff- corresponding secretary

a large section with the Lamp of ADK melody - historian

lyrics for the Lamp of ADK - recording secretary

baton - president

2006 OFFICERS' Installation Ceremony
"Designing Tomorrow" Theme

Written by Jane Miller, International Chaplain
January, 2006

Installing Officer: It gives me great pleasure to

Install the state officers of _____
(S/P/N Name)

Alpha Delta Kappa.

Our International President, Connie Cathey, chose “Designing Tomorrow” as our International theme for the 2005-2007 biennium.

The patchwork for the state/province/nation of

_____ will be varied and
(S/P/N Name)

distinctive.

Each officer will take on the characteristics of a master quilter with her pledge to stitch a bond

among sisters in _____. With many
(S/P/N Name)

unique patterns of leadership, each officer will strengthen the fabric of Alpha Delta Kappa through her contributions toward “Designing Tomorrow.”

Each officer will receive an unfinished quilt block

(hold up mounted block). **As you can see, each block is not**

perfectly stitched nor is it completed. It will be a

challenge to our S/P/N officers to lead

the _____ chapters to an ideal

design for the 2006-2008 biennium. Let us focus our hearts on our design for the upcoming S/P/N biennium.

For the Immediate Past President:

_____ *(state her name)*

Congratulations for a most successful biennium. You have truly lead with your “heart” as you have caused your state to _____.
(state the S/P/N theme for the 2004-2006 biennium)

Now, you will stitch in your wisdom as you counsel your President and help her in any way which she requests. It will be your duty to guide and nurture your executive board and keep the state informed concerning bylaws and procedures of Alpha Delta Kappa. Will you accept the duties of your office? (The answer is “I will assist in Designing Tomorrow.”) Your quilt block contains a wide array

of colors to symbolize your dedication and commitment to our organization.

For the President of The Council of Chapter

Presidents: (name) _____

You will do the tacking for organization and direction as you lead the chapter presidents within your S/P/N. Will you accept the duties of this office? (The answer is “I will assist in Designing Tomorrow.”) The center rectangle of violet in your quilt block symbolizes the leadership and appreciation with which you will perform your duties.

For the Chaplain: (state her name) _____

You will weave into your message peace and joy as you share inspirational thoughts at state meetings, installations, conferences and conventions as requested by the President. Will you accept the duties of your office? (“I will assist in Designing Tomorrow.”) Your quilt block, which is sewn with white thread, represents your respect for each sister and symbolizes the love with which you will perform your duties.

For the Sergeant-at-Arms: (name) _____

You will be designing order and harmony as you act as the doorkeeper at state meetings, initiations, and other ceremonies. You shall display the colorfastness of cheerfulness as you assist in keeping each meeting running smoothly. Will you accept the duties of your office? (The answer is “I will assist in Designing Tomorrow.”) The first yellow rectangle at the top of your quilt block symbolizes

the warm glow you will impart to sisters and guests as you welcome them.

For the Historian: (name) _____

Your design of love and creativity will be interwoven as you compile the archives creating a pictorial and written record of the events throughout the S/P/N. You shall assemble the archives and present them to the State President. Will you accept the duties of your office? (The answer is “I will assist in Designing Tomorrow.”) The pink in your quilt block symbolizes the thought and care you must give to the performance of your duties.

For the Treasurer: (name) _____

Your design includes honesty and trustworthiness as you collect state dues and serve as a custodian of all funds that you will disburse as directed by the executive board. Will you accept the duties of your office? (The answer is “I will assist in Designing

Tomorrow.”) The four corners of periwinkle blue in your quilt block symbolize the integrity with which you will perform the duties of your office.

For the Corresponding Secretary:

(name) _____

Your design includes threads of kindness and communication as you send reports to Headquarters and other correspondence as directed by the executive board. Will you accept the duties of your office? (The answer is “I will assist in Designing Tomorrow.”) The green in your quilt block symbolizes the thought and care you must give to the performance of your duties.

For the Recording Secretary:

(name) _____

The binding of reliability and precision are essential as you keep accurate minutes of executive board meetings and other necessary records for your S/P/N. Will you accept the duties of your office? (The answer is “I will assist in Designing Tomorrow.”) The white diamond in the center of your quilt block symbolizes the dedication and accuracy with which you will perform your duties.

For the Vice President(s) and Vice President for

Membership: (name<s>) _____ ,
 _____ , _____ .

You shall embroider enthusiasm and teamwork into your design as you serve as the S/P/N Team for Success Chairman. You shall help to develop a Membership Action Plan (MAP) to promote membership efforts throughout the S/P/N.

Designing membership tools and communicating with all chapters enhance our design. Will you accept the duties of your office? (The answer is “I will assist in Designing Tomorrow.”) The parallels

in your quilt blocks symbolize the motivation and genuine concern you will use in the performance of your duties.

I will install the District Vice-Presidents as a group; please come forward as your name is called.

For the District Vice-Presidents (if installed)

(name)	_____	(district)	_____
(name)	_____	(district)	_____
(name)	_____	(district)	_____
(name)	_____	(district)	_____
(name)	_____	(district)	_____
(name)	_____	(district)	_____
(name)	_____	(district)	_____
(name)	_____	(district)	_____
(name)	_____	(district)	_____

(there are multiple blanks for names because some S/P/Ns, i.e., Virginia, may have as many as nine; some may not have District Vice Presidents)

You shall be the fusible bonding using communication, coordination and cohesiveness as you assist the State President in any way you can.

You shall attend as many chapter meetings as possible in your district and promote chapter, district and S/P/N activities. Will you accept the duties of your office? (The answer is “I will assist in Designing Tomorrow.”) The design of parallel rectangles anchored by four corner squares in your quilt blocks represents all of the Vice Presidents and symbolizes the enthusiasm and leadership skills you will use in the performance of your duties.

For the President-Elect:

(name) _____

You shall sew many stitches of support and steadfastness as an apprentice while you assist the State President in every way which presents itself. You shall preside at meetings in the absence of the President. The purl, that is P U R L, I guess it could also be spelled P E A R L—quilters know the term “purl or purling.” The purl of inspiration and encouragement will be your metal thread as you

gain knowledge through assisting. Will you accept the duties of your office? (The answer is “I will assist in Designing Tomorrow.”) The second **yellow** rectangle at the bottom of your quilt block symbolizes the coordination and closeness with which you will work with your State President in the performance of her many duties. Shadowing will be one of your strong virtues.

For the President:

(name) _____

Your duties will include blocking—the most important designing and quilting function of all—honor and responsibility. You will play a vital role in guiding _____ Alpha Delta Kappa

(S/P/N Name)

during the next two years. As the S/P/N President, it shall be your duty to preside at meetings, appoint

necessary committees, and promote the membership of Alpha Delta Kappa in

(S/P/N Name)

Will you accept the duties of your office as stated? If so, will you raise your right hand and repeat after me? “I PLEDGE TO FULFILL THE DUTIES OF MY OFFICE AS PRESIDENT OF _____ Alpha Delta Kappa / TO THE BEST OF MY ABILITY / AND TO ALWAYS KEEP IN MIND THE GOALS OF ALPHA DELTA KAPPA / AND TO GUIDE MY STATE FAITHFULLY IN STRIVING TOWARD THESE GOALS.

Your quilt block includes violet, green, pink, yellow and periwinkle blue to symbolize the leadership, love, compassion, enthusiasm, and integrity with which you will lead your S/P/N during the next two years.

To the newly installed officers. . . you are entering an exciting time in your Alpha Delta Kappa life. The

job of being a S/P/N officer is huge, the tasks many. On behalf of International President Connie Cathey and the entire International Chapter we welcome you as the leading designers in _____

(S/P/N name) Alpha Delta Kappa and encourage you to join with us as we continue our resolve of “Designing Tomorrow.”

**Will the members of _____ Alpha
(S/P/N Name)**

Delta Kappa please stand. The officers have pledged to quilt designs of leadership for this biennium. Do you as members pledge your loyalty and support to them? (If so, please respond, “WE WILL ASSIST IN DESIGNING TOMORROW WITH LOYALTY AND COOPERATION.”)

Closing: Each new leader has received a beautiful pin which designates her leadership for the 2006-2008 biennium. May each officer gain wisdom and

knowledge as she performs her duties and assists in Designing Tomorrow for Alpha Delta Kappa.

To quote Executive Board member Susan Rodda, “Just as each piece of fabric adds its own color, design and texture to a quilt, each sister adds her own talents and gifts to our organization,” end of quote. Relish the “design” that Alpha Delta Kappa extends to each member. May our organization serve as a common thread that binds each of us together in love, friendship, loyalty, leadership, altruism, sisterhood and world understanding. Tomorrow always looks more vivid when patterned with purpose, possibilities and sisters.

Sisters and guests, I present to you the leading designers, the (S/P/N name) _____ officers. Join me in congratulating them!



Officer Installation Ceremony

Star Gazing

"When you wish upon a star, makes no difference who you are. When you wish upon a star, your dreams come true." The fairy godmother sang these words and waved her magic wand so dreams could come true. Our dreams have come true today with the installation of the new officers for _____ Chapter. (District)

As sisters gather together to celebrate in our "Universe of Promise," we gaze at the beauty of the heavens and dream the visions our Founders began _____ years ago. Star by star, our dreams have come true, making Alpha Delta Kappa a wonder of our universe. One star, our sisterly love binds us together as we participate in giving our time, energy and resources.

Other bright twinkling stars in our cluster are thoughts of concern, altruism and accomplishment, which are always present in our galaxy of "Promise."

Today, as we install these officers of _____ Chapter, we will view the star-studded heavens to gather the dreams for each office. Each officer will be escorted by the sergeant-at-arms and introduced to the assembled members, giving her name and the office to which she has been elected. Each new officer will receive a magic wand filled with new vitality for her to accomplish her duties of office. (Each officer to be installed is brought in, starting with the past president.)

_____, as immediate past president, you shall give support and advice to the newly elected officers. In the event the president cannot fulfill her term in office, you will complete the unexpired term. Your constant celestial beacon, like that of Arcturus, a star near the meridian in May, provides an orange beam to support and encourage your chapter.

_____, as chaplain, you shall open each meeting with prayer and have devotions in all rituals and ceremonies. To you I give the wand with white light, named for the star, Canis Major's Sirius, one of the closest stars to the earth. You will be able to keep in touch with members who are in need of warm words with your brilliance.

_____, as sergeant-at-arms, it shall be your duty to act as the doorkeeper and to perform such duties as are assigned during regular meetings, initiations, and other ceremonies. The constellation, Perseus, is symbolic of the door keeper showing splendid central alignment in the Milky Way. Your constant glow will assure members of orderliness with the lavender hues of beauty shining.

_____, as historian and keeper of the archives, it shall be your duty to collect all publicity, pictures, and other materials pertaining to the chapter and its members. You shall also assemble them in an attractive form for display at chapter, district and S/P/N meetings. Pegasus, a large and distinctive group of stars in the fall, serves as useful signposts in the night sky. The yellow brightness in the sky will remind sisters to keep collecting those items for the archives.

_____, as treasurer, you shall collect chapter, S/P/N and International dues and will be custodian of such funds. You will disburse them as directed. It shall be your duty to collect membership fees and badge orders. You will be responsible for remitting these funds to International Headquarters. The green magnificence of Orion, a mighty hunter in mythology, and a constellation we can see every clear night in the velvety darkness will guide you as financial bookkeeper for your chapter.

_____, as corresponding secretary, you shall send reports to International Headquarters and to your S/P/N president. You will be responsible for all necessary correspondence of the chapter. A golden glitter appears in the summer called Aquila, the Eagle. The curve of bright stars does resemble the wings of a bird in flight. Your gold star will sparkle like jewels as you assume your duties.

_____, as recording secretary, you shall keep the minutes of all meetings, attendance, and other necessary records. You will keep track of the business, motions passed or defeated, and hold business to the agenda. In the myriad of twinkling stars during June is a tiny but easily recognizable constellation called Corona Borealis, or Northern Crown. The orderly, neat semi-circle of stars glow in a red hue as you weave the important duties of record-keeping in your chapter.

_____, as president-elect, it shall be your duty to assist the president in any way which presents itself. You will hold yourself in readiness at all times to accept any duties pertaining to your office. In the absence of the president, you will preside at meetings. You are a "constant" in your chapter, just as Ursa Major, the Big Dipper, is a constant in our interstellar space. The blue star symbolizes your leadership in the distinctive contribution you make to your chapter and is as easily recognizable as the Big Dipper.

(To Officers) Does each of you accept the duties of your offices?

(Answer "I do.")

Raise your right hand and repeat after me: "I do solemnly vow to fulfill the duties of my office."

President _____, to you has been given the greatest honor and the greatest responsibility. As chapter president, it shall be your duty to preside at meetings of the chapter, to appoint necessary committees and to devote such time as may be necessary to promote the interests of _____ Chapter. Your magic wand holds the radiant star, Polaris, or guiding light in the dark sky.

During your biennium, your visions and guidance will sparkle like jewels to the sisters of your chapter. The color, violet, symbolizes the strength and faith your sisters feel you have as a person. Your leadership abilities will certainly guide this chapter through the galaxy during this biennium.

Do you pledge yourself to the fulfillment of these duties? (Answer "I do")

(To Officers) In electing you as officers of _____ Chapter for the coming term, your sisters have extended the highest honor. They have shown that they have confidence in your ability to keep the visions and standards of Alpha Delta Kappa as high as the stars.

(To Members) Please stand. These officers have pledged to carry out the duties of their offices. Do you as members pledge your loyalty and support to them? The answer is "Yes, we pledge our support."

_____, it gives me great pleasure to present you with this gavel, the symbol of your office. Will the immediate past president please pin the president's badge? (At this time the president and immediate past president badges/guards may be pinned.)

(Closing prayer, thought or meditation)

PROPS — small "magic wands" made from skewer sticks, tape and poster board stars at the end. Each wand would need the color of curly ribbon streaming from its star, or the stars could be the color of the office and just silver or gold curly ribbon in streamers. These are only suggestions, you might think of something else that would work just as well. Another idea is to use the wire ribbon with the foil stars and make a 5" circle with curly ribbon streamers for each officer to hold.

— By Paula Raeke, Texas Delta Xi Chapter



Officer Installation Ceremony *Tools*

*Isn't it strange that princes and kings
and clowns that caper in sawdust rings,
and common folk like you and me
are builders for eternity?*

*Each is given a bag of tools,
a shapeless mass, a book of rules:
and each much make — ere life is flown —
a stumbling block or a stepping stone.
— R.L. Sharpe*

As teachers we are building every day. Our lives touch those of our students, and hopefully, we as Alpha Delta Kappa members are offering the stepping stones.

As builders, our influence extends into the community, the state, the nation, and yes, even the world, because Alpha Delta Kappa is international in scope. The structures that we build become part of the world, not only through school lives, but also through our sorority.

We are interested today in the structure of the _____ Chapter and are here to install the officers for the new term. How they use their tools will affect their chapter growth.

When a structure is to be built, plans are made. International has given us our blueprint on which to set our goals. Rules and regulations must be followed to the letter. Our chapter has established our building code. The members will furnish the building and interior decoration and appliances, only after the officers have broken ground and put their tools to use. We hope that each new officer will use her tool wisely and with dedication to see this chapter grow.

The sergeant-at-arms will bring each officer forward and introduce her to the assembled members, giving her name and the office to which she has been elected.

_____, as chaplain, you shall open each meeting with a prayer or thought for the day and have charge of devotions in all rituals and ceremonies. Your tool is the file, which is a tool to smooth things out. Many times your words of inspiration will help your sisters' cares to be eased. Use this tool well.

_____, as sergeant-at-arms, it shall be your duty to act as doorkeeper and to perform such duties as are assigned during regular meetings, initiations, and other ceremonies. The hammer is your tool. As you participate, you will have to “pound in” certain things: the handshake (optional), the proper wearing of the pin, protocol, etc. You are firm and should aim to keep things right just like hitting the nail on the head.

_____, as historian and keeper of the archives, it shall be your duty to collect all publicity, pictures, and other materials pertaining to the chapter and its members. You shall also assemble it in an attractive form for display in our chapter and S/P/N meetings. I have a box wrench for you. This tool has to fit into an enclosed area, and you must “box in” this chapter’s two-year memories.

_____, as corresponding secretary, you shall send in reports to International Headquarters and to our S/P/N president. You will be responsible for all necessary correspondence of the chapter. Your tool is the open-ended wrench which represents the variety of duties you have, the scope of which is open ended.

_____, as treasurer, you shall collect chapter, S/P/N and International dues and be the custodian of such funds. You will disburse them as directed. It shall be your duty to collect membership fees and badge fees. You will be responsible for remitting these funds to International Headquarters. The square caliper is for you. This instrument with numbers on a scale should remind you to keep on the square, accurate records and our chapter’s financial progress.

_____, as recording secretary, you shall keep minutes of the chapter meetings and other necessary records. For you I have the adjustable crescent wrench. To perform the duties of your office, you will have to be adjustable, because keeping up with people does not follow hard and fast rules. You will keep track of the business; motions passed or defeated, and hold business to the agenda. Your recording of attendance and excused absences will be another phase of your flexibility.

_____, as president-elect, it shall be your duty to assist the president in any way which presents itself. You will hold yourself in readiness at all times to accept any duties pertaining to your office. In the absence of the president, you will preside at meetings. For you I have the screwdriver. You will be the driving force behind your chapter programs and yearbook. Be aware of their importance, for members will stay attached or go, according to how you performed in this capacity.

Does each of you accept the duties of your office? (“We Do.”)

Raise your right hand and repeat after me: “I do solemnly vow to fulfill the duties of my office.”

President _____, to you has been given the greatest honor and the greatest responsibility. As president, it shall be your duty to preside at meetings, to appoint necessary

committees, and to devote such time as may be necessary to promote the interest of _____ Chapter. I have selected the pliers for you. This tool has many uses. It holds, it pulls, it bends. So will you as president, endorsing the building code as you are leading the construction and building of the chapter, according to the blueprints that you have been given, holding the chapter together and sometimes pulling a bit to get things done, but bending some to allow for individual design and creativity in our structure.

Do you pledge yourself to the fulfillment of these duties? (“I Do.”)

In electing you as officers of _____ Chapter for the coming term, your sisters have extended to you a high honor. They have shown that they have confidence in your ability to keep the standards of Alpha Delta Kappa high. They will look to you for leadership as we build together.

These officers have pledged to carry out the duties of their offices. Do you as members pledge your loyalty and support to them? (“We pledge our support.”)

_____, it gives me great pleasure to present you with this gavel, the symbol of your office.

(Closing prayer, thought or meditation)

By Carol Cramer, Florida Fidelis Iota Chapter, past Florida state president



Officer Installation Ceremony *Violets*

As members of Alpha Delta Kappa we have sisterly love, and we participate in giving of our time, energy, and resources. Thoughts of concern, altruism, and accomplishment are always present. Caring about and sharing with our sisters and others — these actions can be summed up in the word love. But what do we love? Alpha Delta Kappa with its own little symbol.

I doubt if any of us can pass up a candle holder, a cup and saucer, a dish, or plate that has hand-painted violets on it. We all have shelves of violet keepsakes, treasures collected from friends and events. The violet has a special place in our heart as we have enjoyed membership and cared and shared in our sorority.

Today as we install these officers of _____ Chapter, we will look at the violet as it pertains to leadership in this chapter.

The sergeant-at-arms will bring each officer forward and introduce her to the assembled members, giving her name and the office to which she has been elected.

(Each officer to be installed is brought in, starting with the Chaplain.)

(To officers) In electing you as officers of _____ Chapter for the coming term, your sisters have extended to you a high honor. They have shown that they have confidence in your ability to keep the standards of Alpha Delta Kappa high. They will look to you for leadership. As we charge you elected officers with your duties, be reminded of your roles as leaders.

_____, as chaplain, you shall open each meeting with a prayer and have devotions in all rituals and ceremonies. To you I give the violet of SINCERITY. Let its blossoms represent the lovely thoughts you will share.

_____, as sergeant-at-arms, it shall be your duty to act as doorkeeper and to perform such duties as are assigned during regular meetings, initiations, and other ceremonies. To you I give the violet of TACT. Sometimes we need this quality. Let the bright green color of its leaves represent strength of purpose. Put love into action as you fulfill your duties.

_____, as historian and keeper of the archives, it shall be your duty to collect all publicity, pictures, and other materials pertaining to the chapter and its members. You shall also assemble them in an attractive form for display at chapter, district, and S/P/N meetings. Your violet is one of EXPERIENCE — yours as you perform your duties and those that you

share as you keep the chapter's history. May the memories you make be soft and beautiful as the petals of the flower.

_____, as treasurer, you shall collect chapter, S/P/N and International dues and will be custodian of such funds. You will disburse them as directed. It shall be your duty to collect pledge and initiation fees and badge orders. You will be responsible for remitting these funds to International Headquarters. To you is given the violet of TRUST. The rich, true color suggests fidelity. Be faithful to your duties. As nature provides her bounty, so will you keep the treasury full.

_____, as corresponding secretary, you shall send in reports to International Headquarters and to your S/P/N president. You will be responsible for all necessary correspondence of the chapter. To you I give the violet of UNITY of purpose. The stem of the violet represents the connection between your chapter, the S/P/N and International Headquarters.

_____, as recording secretary, you shall keep the minutes of all meetings, attendance, and other necessary records. You will keep track of the business, motions passed or defeated, and hold business to the agenda. To you I give the violet of AWARENESS. Look around you when you are in the center of things. As the petals are centered around a circle of gold, so will you be central to your chapter as you record the business of the chapter for posterity.

_____, as president-elect, it shall be your duty to assist the president in any way which presents itself. You will hold yourself in readiness at all times to accept any duties pertaining to your office. In the absence of the president, you will preside at meetings. To you I give the violet of INFLUENCE. To grow, the violet needs nurturing. You will have many chances to nurture and influence your chapter's well-being. Hours of hard work are necessary as you help coordinate the activities of the chapter and provide stimulating opportunities for your sisters.

(To officers) Does each of you accept the duties of your office? (Answer "I do.")

Raise your right hand and repeat after me: "I do solemnly vow to fulfill the duties of my office."

President _____, to you has been given the greatest honor and the greatest responsibility. As chapter president, it shall be your duty to preside at meetings of the chapter, to appoint necessary committees, and to devote such time as may be necessary to promote the interests of the _____ Chapter of Alpha Delta Kappa. To you I give the violet of VISION. The root system of the violet provides support and gives direction to the plant. Likewise, you with vision, will love Alpha Delta Kappa, anticipate opportunities, serve your sorority, and give your best while being responsible for the good of the chapter, remembering, as you preside, the vision of those who have gone on before you.

Do you pledge yourself to the fulfillment of these duties? (Answer “I do.”)

(To members) Please stand. These officers have pledged to carry out the duties of their offices. Do you as members of _____ pledge your loyalty and support to them? The answer is “We pledge our support.”

_____, it gives me great pleasure to present you with this gavel, the symbol of your office.

(Closing prayer, thought or meditation)

PROPS: Single violets, separate or in a small bunch, or potted violets

— By Carol Cramer, Florida Beta Mu Chapter