

# RIBBON INSTALLATION

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**You will need:** (1) A small table attractively covered, and on it (2) Chapter By-laws and TOPS Rules, rolled together and tied with a ribbon, (3) Gavel (4) Ribbons approx. 2 yards long - one for each person being installed, in appropriate colors (see text) looped loosely and separately pinned to hold loops, with one end of each pinned together to gavel (5)(Optional) dyed carnations in colors to match ribbons in color and number (6) Scissors (7) Row of seats for Officers-to-be-installed, (8) ASSISTANT to hold gavel and attached ribbons during ceremony (9) (optional) photographer

**Preparation:** Gather each length of ribbons (separately) loosely, leaving 6 to 8 inches of ends dangling, and pin to keep in place, Pin all ends (except the purple one) together and attach to gavel so ribbon loops dangle freely. Tie end of purple ribbon to gavel with a bow. Arrange all these items attractively on table next to where Installing Officer will stand. A small flower arrangement on the table would be nice.

**INTRODUCTION:(Installing Officer -IO) as desired:** I use a verse that I wrote, followed by a TOPS song (I like #96 in Song Book) Verse: OUR TOPS Meeting A time, a place, and we members come -----So scales can check how well we've done! -----We meet with friends who spur us on,-----Applaud for us when pounds are gone, -----Cheer us up if we have a gain ----- Our need for each other is very plain!-----We talk of carbohydrates, proteins, fat. -----Calories and Exchanges - things like that,---- Problems, exercise, salt and Cholesterol.=====Our programs are varied - something for all,----- We have some fun, sing a TOPS song, -----And KOPS are there - we can't go wrong -----They prove to us it can be done;-----WE CAN LOSE excess pounds, every one! Review of past year's accomplishments (optional) Give (or introduce the person who will) Outgoing Leader her past-Leader charm, have Past-Leader present charms to others of her officer/helpers group. **CEREMONY:** Installing Officer calls Officers-to-be-installed to seats provided for them, and they are seated. Assistant comes to stand near Installing Officer Installing Officer asks Weight Recorder(s) to step forward, and says "Our Leader-elect has selected you To be our Weight Recorder(s), knowing that you will keep neat and accurate records of weekly weigh-ins, and submit them promptly with Chapter Resume at the end of the year. Your duties include weighing all members attending each week and recording weights on official Weight Charts, keeping weight records confidential, preparing weight statistics and reporting these to the members at appropriate intervals. Do you accept these responsibilities? (she responds. Then I.O picks up gavel with attached ribbons and hand it to Asst, then unpins red ribbon loops) I.O> "Red is the color of devotion, and devotion to your duties is of paramount importance to this Chapter. It is represented by this red ribbon. Take, then, this color as a symbol of this devotion. (Hands her the loose end of red ribbon, lets the ribbon folds be pulled thru her hands. (If carnations are to be given, give appropriate color at this point) Recorders are seated.) I.O calls Treasurer Elect to step forward and says " The members of this Chapter have elected you Treasurer, knowing that you will be careful and honest in handling our funds and financial records. The duties of this Office include collecting dues and all other monies due the Chapter. Paying bills and

expenses, keeping accurate records, and giving financial reports at appropriate intervals. Do you accept these responsibilities? (she responds, and I.O. unpins loops of green ribbon) Green supplies the pleasing background for an array of other colors, and our finances and their custodian serve as background for many Chapter activities. It represented by this green ribbon. Take, then, this ribbon as a symbol. (hands ribbon as before; Treasurer is seated. I.O. calls up the Secretary-elect, and says: You have been elected Secretary of this Chapter with every confidence that you will carry out the duties of the Office effectively Duties include keeping the necessary records of meetings and activities, reading mail received to the members at meetings and carrying on any correspondence, and performing such related duties as may be required. Do you accept these responsibilities? (she responds. I.O. takes yellow ribbon) Yellow is the color of constancy, let this yellow ribbon remind you of your constant duty to keep conscientious and accurate records. (hands her ribbon, and she is seated) I.O. calls up Co-Leader, and says: The members of this Chapter have elected you to its second highest office, believing you will effectively carry out the duties, which include: Advising and assisting the Leader whenever and however you can, Assuming the position of Leader in her absence, and substituting for any other officer when the officer may be absent. Do you accept these responsibilities? (she responds, I.O. picks up blue ribbon) Blue denotes fidelity and trust; it is a cool color, symbolic of the soothing influence and helpful advice you must offer our Leader. Take, then, this blue ribbon, symbolic of your duties.(hands her ribbon, and she sits.) I,O, calls up the Leader-elect, and says: You have been elected by the members of this Chapter for the coming year. This is its highest office, and your election is the highest honor we can confer. We believe you will serve with credit and satisfaction to us and yourself. The duties of the office include Presiding at meetings of the Chapter and its Executive Board. Seeing that meetings begin promptly and that they are conducted with order, dignity, and consideration for the members, Making sure that the other officers and your appointees carry out the duties for which they were selected, and making such appointments and choosing such committees as are specified by by-laws or as occasion demands;' Do you accept these responsibilities? (She responds, and I.O. presents purple ribbon as before (all officers are now holding the end of a ribbon with the other end still attached to the gavel). Leader is still standing) I.O. (holds up rolled By-laws, and says The Rules of TOPS Club , inc, and the by-laws of this Chapter as well as the guides and manuals, are your guides, and you must become thoroughly familiar with them and see that they are carefully followed. (lay the roll back on table, take gavel from assistant, who takes her seat; holds up gavel, and says: The gavel is the symbol of your authority; use it wisely, but never hesitate to use it to promote order during your meetings.

**CLOSE - whatever you like.**

**Cut ribbons from gavel.**