

"TOPS CONSTRUCTION" Officer Installation

NARRATOR

"We will now start "TOPS CONSTRUCTION" Installation ceremony as I light the Candle of Continuity."

(Narrator will light the large "Candle of Continuity" which is in the center of the table)

NARRATOR

We Are gathered here to install our officers. They will each be given a job to do and a construction tool to help them.

We are their crew. As in many construction jobs, payday comes weekly. Ours is when we step on the scale. If the "boss" reaches for the black pen, we are paid in full. If the boss reaches for the red pen, we know we haven't done our best and will be short changed. Now lets meet our construction bosses for this year. They are our real "hard hat" people.

NARRATOR

" _____, as leader of this chapter, will you please come forward?

Your chapter has elected you to the privileged position of leading it. As such, you are a builder, a teacher, an example and a counselor. You will avail yourself to every opportunity to learn more about TOPS. It is a major responsibility that you see your chapter grow. You will lead your chapter to love TOPS and what it stands for. As a wise leader, you will recognize the need for help of others. Remember you can love them into cheerful cooperation. You will recognize each person as an individual. You should lead your chapter to cooperate with your Coordinator and TOPS Club, Inc."

**" _____ do you accept the responsibility of this office?"
_____ "I do" (Give Leader a hammer)**

Please accept this hammer. What better tool for a leader than a hammer!! You can use it to call us to order or to hammer home a point. This is a must for any successful construction project.

"Your color is BLUE, symbol of loyalty which you should give your chapter and TOPS Club, Inc. I hereby install you as leader of TOPS chapter. Please light your candle from the CANDLE OF CONTINUITY as

a symbol of continuing loyalty and service."
(Leader lights her blue candle from the CANDLE OF CONTINUITY and stands to one side with candle lit.)

NARRATOR

" _____, as co-leader, will you please come forward?"
"You will assist _____, help direct the chapter when _____ is absent, and help her welcome new members and explain TOPS to them. You will work in close harmony with the rules & regulations of TOPS"
_____, do you accept responsibilities of this office?"
_____ "I DO."
(Give Co-Leader large construction nail)

NARRATOR

The large construction nail represents our co-leader. A nail works closely with the hammer to help hold things together---especially "Special Projects"
"Your color is RED, a symbol of love. I hereby install you as co-leader of this chapter. Please light your candle from the CANDLE OF CONTINUITY as a symbol of continuing loyalty and service."
(Co-leader lights her red candle from the "Candle of Con." & stands next to leader)

NARRATOR

" _____, our secretary, will you please come forward?"
"You will keep accurate minutes of each meeting and read the past week's minutes at each meeting, participate in roll call, put all contest rules into the minutes, be familiar with the bylaws of the chapter & TOPS Club, Inc. so you may inform new members, and read chapter correspondence at meetings if requested."
" _____ do you accept the responsibilities of this office?"
_____ " I do"
(Give Secretary a saw)

NARRATOR

The saw describes the duties of the Secretary. One look in her books and we saw the business of our TOPS group for the year.

"Your color, appropriate for your office, is YELLOW symbolizing sincerity."

"I hereby install you as secretary of our chapter of TOPS Club, Inc. Please light your candle from the "Candle of Continuity" as a symbol of continuing loyalty & service"

(Secretary lights yellow candle from the Candle of Continuity and stands next to co-leader)

NARRATOR

" _____, our treasurer, will you please come forward?"

"The treasurer shall have charge of all receipts and disbursements. You will keep _____ and _____ informed and up to date by giving a complete report at least once a month. You will keep account of all contests, chapter affairs and contests that involve money matters. You will see that members dues and chapter maintenance dues are paid up to date."

" _____ do you accept the responsibilities of this office?"

_____ "I DO"

(Give Treasurer a wrench)

NARRATOR

A wrench is used to loosen or tighten objects. When our purse strings need adjusting, to keep the cash flowing, our Treasurer has to tighten or loosen them..

"Your color is white, a symbol of purity and joy in a job well done. I hereby install you as treasurer of our chapter of TOPS Club, Inc. Please light your candle from the "Candle of Continuity" as a symbol of continuing loyalty & service"

(_____ lights her white candle and stands next to secretary)

NARRATOR

" _____ our assistant treasurer will you please come forward?"

" _____, as our assistant treasurer, it will be your responsibility to assist _____ at each meeting and take over _____ responsibility in her absence"

" _____ do you accept the responsibilities of this office?"

_____ " I DO"

(Ass'T treasurer is handed a smaller wrench or shares the Treasurer's wrench)

_____ You will also use the wrench in the same manner as

"You also share the color WHITE, a symbol of purity & joy. I hereby install you as the assistant treasurer of our chapter. Please light your white candle from the Candle of Continuity as a symbol of continued loyalty & service" (_____ - lights her candle and stands next to _____)

NARRATOR

"_____, our assistant co-leader will you please come forward?"

"_____ you are the jack of all trades. You will assist the leader, co-leader and whoever is in need..

_____ do you accept the responsibilities of this office?"

_____ "I DO"

(Ass't Co-leader is handed a smaller nail)

The nail also represents the Ass't co-leader. It also works closely with the hammer and large construction nail to hold things together and put the finishing touches on projects.

"Your color is orchid, a combination of red and blue, a combination of loyalty and love. Please light your candle from the "Candle of Continuity" as a symbol of continuing loyalty and service."

(_____ lights her candle and stands with other officers)

NARRATOR.

"Last, but by no means least:

_____ our weight recorder and _____ our assistant weight recorder will you please come forward? "

"Your office is most important. You must keep an accurate record of all weights; give a report at each meeting of losses and gains; keep record of weights for contests; and see to it that weight charts are completed correctly and sent to the coordinator at the end of the year. Since you have contact with each member as they weigh in. You can praise the losers and give words of encouragement to the gainers."

"_____ & _____ do you accept the responsibilities of this office?"

_____ & _____ "WE DO"

(Give Wt. recorder a level and Ass't wt. recorder a large construction pencil)

A level is a crucial tool. We watch our wt. recorder carefully, each time we

you will need: a hammer, a nail, a saw, a wrench, a level, a pencil, and a blank sheet of blue paper for each member in group.

We gather here to install our officers. They will be given a job to do and a construction tool to help them.

We are their crew. As in many construction jobs, payday comes weekly. Ours is when we step on the scale. If the "boss" reaches for a black pen, we are paid in full. If the "boss" reaches for a red pen, we know we've been caught sloughing off.

Now let's meet our new construction bosses. They are our real hard-hat people.

(Give new leader a hammer) What better tool for a leader than a hammer!

She can use it to call us to order or to hammer home a point. This is a must for any successful construction project.

(Give new co-leader a nail) The nail represents our co-leader. A nail works closely with the hammer to help hold things together- especially special projects.

(Give new secretary a saw) The saw describes the duties of the secretary. One look in her books and we "saw" the business of our TOPS group for the year

(Give new treasurer a wrench) A wrench is used to loosen or tighten objects. When our purse strings need adjusting, this is what our treasurer does.

(Give new weight recorder a level) A level is a crucial tool. We watch our weight recorder carefully each time we step on the scale: she knows if we've been on the level with our eating plan for the week.

(Give new assistant weight recorder a pencil) Before we begin any project, our blueprint has to be carefully marked. Our assistant weight recorder uses a sturdy marking tool- preferably black-not red.

(Pass out blank blue sheets of paper to officers and rest of the chapter members) These are the blueprints-or plans. To complete a project successfully, everyone involved needs to check the blueprints. Write down your goals for today. Refer to them often. Let's work together to make our chapter a success. Welcome new officers. Good luck to us all.

After you give each officer their tool and read what goes with it on this sheet-refer to the duties of each office in the regular standard installation-read them and ask them if they except these duties . Then go on to the next one.