

STAR INSTALLATION

Star Installation Ceremony Preparations

Prepare an Installation Board with the center of a large star. Cut off the points and place the name of the office on each point. Use gold glitter to highlight each point. Free standing project board purchased at a school supply store works well.

Place the center of the star on the board for the newly installed officers to place their points in the proper places. Points may be attached to the board with magnets or velcro. I used round magnets. Stars may be cut out of felt, poster board, or purchased at novelty stores. Use different sized stars to signify different things. Decorations may be anything star related. Gold glitter on centerpieces. Star's put on gold painted sticks or gold chenille stems make nice mementoes for members to take home. Put a pretty gold bow on each. Decorate installation board with different size stars that have words or phrases on them, such as TOPS, love, caring, Esther Mantz, contest, fun, programs, friends, support, etc..... A nice touch also is to make each member a star and put their name, committees they have served on, weight they have lost, awards they may have earned, etc....If you decide to install your Ass't Wt. Recorder, you should give her a star of her own, as there are just enough points to make up your executive board. Have a Star Walk. Place large stars on floor of meeting room for each member who has done something special. Achieved KIW, KOPS status, Charter members, weight loss, held office, served on committees, program chairman, etc... Make sure each of your members leave, feeling that they are each STARS. You are only limited by your imagination. Make it pretty. Make it special, and Make it memorable

Star Installation Ceremony

Installing Officer: Our Universe of TOPS is comprised of many Constellations we refer to as Chapters. These Constellations are made up of many stars, which are the members. The largest star consist of the five members of the Executive Committee. They are the Leader, Co-Leader, Secretary, Treasurer and Weight Recorder. These officers are the five points of the star that shines ever so brightly, lighting and guiding the way for us to follow on our journey to weight loss. Each officer will be given a point of the star as a symbol of their office.

I will now light the candle of continuity.

On behalf of (Name of Chapter) I want to extend grateful appreciation to these officers who have completed their term of service. Thank you very much for your time and attention to the betterment of this chapter during the past year.

At this time I will call the new officers forward and will give each a star point, symbolizing their office. As each of you listen to your duties of office and respond to

the charge of office, you will hold this symbol. After you indicate your willingness to serve by saying "I do," please place your point of the star on the Installation Board.

Installing Officer: Name of Leader will you please come forward?

In accepting this star point as a symbol of your office, you accept the duties of Leader. You will preside at all chapter meetings and executive meetings. You will lead the chapter in all its activities and will endeavor to follow the wishes of the majority of your members. You will guide each person to the utmost success that they are able to achieve, and you will stand steadfast in promoting "sensibly" in you chapter and in your members. Do you accept the duties of this office?

Leader: I do (Leader places point on star)

Installing Officer: Please light your candle.

Installing Officer: Name of Co-leader will you please come forward?

In placing this symbol in your hand, I charge you to assist the leader in her or his every undertaking to better this chapter. In the case of her or his inability to serve, it is your responsibility to perform the duties of the office competently. When another officer is unable to fulfill her or his office at any weekly meeting, you will fill in for that officer. In receiving this charge do you accept the responsibilities of your office?

Co-Leader: I do. (Co-Leader places point on star)

Installing Officer: Please light your candle.

Installing Officer: Name of Secretary will you please come forward?

I present to you the symbol of the office of secretary. It is not an easy task, but we know you will keep accurate records of all chapter proceedings and contests, faithfully recording

all motions, seconds, and voting results. Chapter minutes are a chapter's history. You will also be asked to take minutes at executive board meetings and to read chapter correspondence as needed by the leader. Do you accept your symbol and promise to perform the duties of this office?

Secretary: I do (Secretary places point on star)

Installing Officer: Please light your candle.

Installing Officer: Name of Treasurer will you please come forward?

In presenting you with this symbol I pass to you the duties of treasurer. I trust that you will see that the receipts and disbursements of the chapter are duly recorded and kept well balanced. In accepting your symbol do you promise careful collecting, accurate accounting, and discreet disbursements of the funds entrusted to you?

Treasurer: I do (Treasurer places point on star)

Installing Officer: Please light your candle.

Installing Officer: Name of Wt. Recorder will you please come forward?

In presenting you with this symbol I give to you the duties of weight recorder. You should know the TOPS Guide for Weight Recording backwards and forwards. This office is extremely important to your chapter members. It is your responsibility to see that the official weight charts are used to record weights at the chapter meeting and that these charts and other forms are filed with our Area Coordinator when they are due. In accepting this symbol do you agree to fulfill your duties as completely and competently as we know you are capable of doing?

Weight Recorder: I do (Wt. Recorder places point on star)

Installing Officer: Please light your candle.

Installing Officer: Name of Ass't Wt. Recorder (Optional) will you please come forward?

Even though the office of Ass't Wt. Recorder is not an executive position, it is no less important. In giving you this symbol of your office, you will keep a duplicate set of weight records, and assist the Weight Recorder in the task of weighing in all the members. You also should know TOPS Guide for Weight Recording. In accepting this symbol do you agree to fulfill your duties to the best of your ability for the betterment of this chapter?

Ass't Weight Recorder: I do (Ass't Wt. Recorder places star on board)

Installing Officer: Please light your candle.

Installing Officer: I now, declare you installed officers of Name of Chapter You are not really new officers; you are new only to these offices. All of you have had experience in TOPS work simply by belonging to a chapter. You can go far and accomplish much by working together. Your duties will prove a challenge. Yours is the responsibility of planning, of service, and of fellowship. As competent officers you will meet this challenge successfully. I congratulate each of you for the honor accorded you in being elected by the members of your chapter to serve them for the coming year.

Installing Officer: KOPS, please come forward and select a white star with KOPS written on it and add it to the installation board.

Each member must be willing to support their officers by attending each chapter meeting, by encouraging friends to become a part of TOPS, and by working to make a success of all your chapter undertakings. If you are willing to do this, please answer, I will.

Please give each member a star to remind them that they are the stars that make up a Constellation, that along with all the other chapters constitute the Universe of TOPS.