

# THE KEY TO SUCCESS IS TOPS

**Props needed:** Candles in holders for each officer and 1 larger candle representing the chapter , embroidery hoop or something similar for key ring and 5-6 oversized keys Large candle is lit at the beginning and all officers candle are lit by it.

**Tonight we are going to discuss keys and how they are similar to TOPS. Think for a moment about your own key ring. Each key has a purpose. Some may be used very often such as the key to your house or car. Others such as a key to your neighbor's house may not be used very often but are also very important. Each member in TOPS is a key part of the Chapter. Some are used very often, like our officers. Others may not be used all the time and can begin thinking that they are not needed. To those who think that they are not necessary-you are wrong. Everyone is important. Without you there would be no Chapter.**

**Installing emcee:(holding an oversized key ring with 5 keys made out of cardboard and covered with foil) On my key ring I have 5 very special keys that remind me of our new officers. The first key is the key to my front door...This key is always in use. It lets me into a place where I can be myself and not have to pretend I am something I am not. Our Leader is this key. She unlocks the door for us to better ourselves with her encouragement and support. She takes care of all correspondence with headquarters. She is always prepared for meetings. (New leaders name) please stand. If you are willing to accept the duties of Leader, please answer I will and light your candle symbolizing your continuing loyalty and service.**

**The second key is my Master key. It is ready to be used if any of the other keys are not available. Our Co-Leader is similar to this since her job is to replace the other officers in their absence. She is here to open the door to new members, welcome them and explain TOPS to them. (Co-Leader name ) please stand: Are you willing to assist the Leader and assume the duties of the officers in their absence? If so answer I will and light your candle symbolizing continuing loyalty and service**

**The third key on my ring belongs to my safe. This is where I keep all of my financial statements and records. Like this key, the Treasurer is responsible for keeping account of all money matters in the Chapter. (treasurer) name )please stand: As treasurer, are you willing to keep accurate records of all transactions and report regularly to the Chapter on the state of the Treasury? If so, please answer I WILL and light you candle symbolizing your continuing loyalty and service.**

**The fourth key is to my filing cabinet. I know that here I can store all my information and keep it in order. The secretary is the key to storing our information. She is responsible for keeping the minutes and reading the past weeks minutes at the next regular meeting. She keeps records of contest rules as they are voted on. She is familiar with the by-laws of the chapter and TOPS inc. Secretary name) do you accept the duties as Secretary, if so answer by saying I WILL and light your candle symbolizing your continuing loyalty and service.**

**The fifth key on my ring is one of the most important. It is the key to my diary. I know all that I want to keep private is safe here. Our Weight Recorders are the same way. We know we can trust them to keep our files confidential. They must also keep records of all weights and give a report each week of the gains and losses. Their records must be accurate because the records determine who is eligible for awards. (Weight recorders name and Asst. Wt. Recorder name) If you accept the duties of Weight Recorder please answer I WILL and light your candle symbolizing your continuing loyalty and service to your Chapter./**

**The piece that holds these keys together is the ring. This represents the chapter As members, only through working together can we be useful in helping and supporting others. Would the entire Chapter please stand , as a member of (YOUR CHAPTER NUMBER) are you willing to support your officers by attending each meeting, by encouraging friends to become a part of TOPS, and by working to make a success of all Chapter undertaking, please answer I WILL. I now present the New Officer of (YEAR).**

**Would all please recite the following pledge with me:**

**As a member of TOPS (YOUR NUMBER) I pledge to be a key part of my Chapter. To unlock the thin person inside of me and help support my fellow members to do the same. I promise to help my officers and do my part to help my chapter**

**I AM AN IMPORTANT KEY IN TOPS!!!!**