

Structured ceremonies heighten awareness of the importance and impact of an occasion. The following pages contain suggested formats for chapter installation, officer installation, and new member induction ceremonies.

These formats should be modified to fit the makeup and desires of the individual local chapter. Phi Beta Lambda chapters should disregard all "America" segments of the scripts.

## CHAPTER INSTALLATION

Whenever possible, the installation ceremony should take place before a large group such as a school assembly, assembly of business students or a special meeting to which parents and business people are invited. Members of the installation team should be seated on a stage or a raised platform.

### Materials Needed:

#### Tall Candle

**Candles:** white, gray, green, violet, blue, yellow, orange, red

#### Official Charter

#### Names of Charter Members

**Installing Official:** (Standing) FBLA (PBL, or FBLA—Middle Level) is a national organization for business students who are preparing for careers in business or business education. I have been authorized to conduct the installation of (school name), into the national chapter of **Future Business Leaders of America-Phi Beta Lambda, Inc.**

FBLA-PBL is designed to promote Future Business Leaders. It is fitting, as we begin this new chapter, that we consider what these words represent to our organization.

**Future:** Our daily educational experiences and our involvement in leadership activities prepare us for the future—a time to accept challenges.

In **FBLA-PBL**, we will find the tools to prepare for the future. We will profit from the experiences of others, those who have preceded us, as well as our teachers and others with whom we associate. Our studies and activities will help us meet changing conditions and further our understanding of the world's varied economic systems.

**Business:** We realize the importance of education and training in business methods and procedures. We appreciate the roles of business and education in our daily lives.

**Leaders :** The future of our country depends on the quality of leadership. Leadership implies honor, foresight, tact, competence, dependability, discretion and integrity. A leader must listen, withstand criticism and be flexible. A leader accepts failure in stride but is willing to profit from it. As members of **FBLA-PBL**, it is our duty to prepare for the enormous responsibility of business leadership in the years ahead.

**America :** If America is to remain a world leader, intelligent young men and women are needed to guide our country by studying America's past and analyzing her present. The initiative and success of leaders in business will help shape the future of America. Through **FBLA**, we will strive for leadership in the field of business, thereby helping to strengthen America. (**Note: PBL chapters will most likely want to disregard this section.**)

(Suggestion: At this point in the ceremony, it may be helpful to provide a brief history of FBLA-PBL. See the Fact Sheet at the beginning of the Chapter Management Handbook, or the History segment of the National Organization section for background information of FBLA. Call your state FBLA-PBL leaders for state membership information.)

Our organization has a definite and worthwhile list of goals. I should like to ask **(name of assistant installing officer or member of installation team)** to read these goals. (See listing of FBLA-PBL Goals in the National Organization section of the Chapter Management Handbook.)

**Installing Official:** Will the new officers of the **(school)** Chapter of **FBLA (PBL, or FBLA—Middle Level)** please rise and remain standing as I announce each office name. (Installing officer calls name and title of each officer.)

You have been chosen from among the members at **(name of school)** as officers for the coming year. You have been selected because your members have faith in your ability and confidence that you will fulfill the duties of your office. I challenge you to accept the responsibility that has been given to you. Please raise your right hand and repeat after me.

*I, as an officer of the **(school)** Chapter of **FBLA (PBL, or FBLA—Middle Level)** do solemnly promise that I will fulfill the responsibilities of my office to the best of my ability, and that I shall carry them out in accordance with the bylaws of **FBLA-PBL, Inc.***

(While lighting the tall candle) By lighting this candle, I seal the vow you have taken and vest in you the authority of your office.

(Speaking to all members) You have heard the vows that these officers of your chapter have taken. In your presence, I now declare them officially installed as officers of the **(school)** Chapter of **FBLA-PBL** for the year 19\_\_.

(Speaking to officers and members, and particularly to chapter president) By authority of FBLA-PBL, Inc., I am pleased to present you with the official charter of your chapter. (Reads the charter) By virtue of this charter, this chapter now becomes a part of the national organization. You now have the privilege and the responsibility of operating under the name **Future Business Leaders of America (Phi Beta Lambda, or FBLA—Middle Level)** and as a part of the state chapter and the national organization. The responsibility of making the **(school)** Chapter a success rests with its members and officers.

**Installing Official:** The **FBLA** Chapter president, **(name of president)**, will give the oath of membership to the charter members of the chapter. (Chapter officers turn and face audience.)

**Chapter President:** The secretary will now read the names of the Charter members of **(school)** Chapter of **FBLA**. As the names are read, the members will please rise and remain standing until all members have been presented.

**Chapter Secretary :** (Reads slowly the name of each charter member. Charter members stand as their names are called and remain standing until the oath has been administered.)

**Chapter President:** Each of you, please raise your right hand and repeat the oath of membership in unison after me.

I do solemnly promise to uphold the aims and responsibilities of **FBLA** and, as an active charter member, I shall strive to develop the qualities necessary to become a leader in business and in the community in which I live.

As president of the **(school)** Chapter of **FBLA**, I declare you duly inducted as charter members.

**Installing Official:** **(Name of assistant installing official or member of installation team)** will lead members in reciting in unison the FBLA Creed. (The Creed is recited - see below.)

## **THE FBLA CREED**

**I believe** education is the right of every person.

**I believe** the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and education and institutions, as well as people around the world.

I agree **to do my utmost to bring about understanding and cooperation among all of these groups.**

**I believe** every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

**I believe** every person should actively work toward improving social, political, community and family life.

**I believe** every person has the right to earn a living at a useful occupation and that this right should not be denied because of race, color, creed, sex or handicap.

**I believe** every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self associates, school and community.

**I believe** I have the responsibility to work efficiently

and to think clearly. I promise to use my abilities to make the world a better place for everyone.

## OFFICER INSTALLATION

**Installing Official:** Will the newly elected officers of the (school) Chapter of FBLA (PBL or FBLA—Middle Level) please come forward as I announce your office. (Installing official lights white candle.) Lighting the tallest candle symbolizes the chapter in its entirety with all its members working together. With this symbol we shall charge each officer to do the job for which he/she has been elected.

(name of parliamentarian), parliamentarian. (Parliamentarian comes forward.) You have been named parliamentarian of the (school) Chapter of FBLA. As parliamentarian, it will be your responsibility to monitor all formal chapter meetings so that they are conducted within the framework of parliamentary procedure. Through your efforts, the chapter meetings will be conducted in an orderly fashion, resulting in the efficient disposition of business. Do you accept this responsibility?

**Parliamentarian:** I do.

**Installing Official :** I now declare you in the name of FBLA-PBL, the parliamentarian (gray candle is lit by white candle.) This gray candle symbolizes the achievements possible when chapter meetings are conducted in an orderly fashion.

(name of historian), historian. (Historian comes forward.) You have been elected historian of the (school) Chapter of FBLA-PBL. As historian, it will be your responsibility to maintain records of the chapter, including a report of activities, awards and publicity. Through your efforts, people see the progress and activities of your chapter. Do you accept this responsibility?

**Historian :** I do.

**Installing Official :** I now declare you in the name of FBLA-PBL, the historian (green candle is lit by white candle). This green candle symbolizes the satisfaction that can be derived from preserving the past and recording the present, while preparing for the future.

(name of reporter), reporter. (Reporter comes forward.) You have been elected reporter of the (school) Chapter of FBLA-PBL. As reporter, your job will be to report meetings and other newsworthy activities of the chapter through the proper channels. Do you accept this responsibility?

**Reporter :** I do.

**Installing Official:** I now declare you in the name of FBLA-PBL, the reporter. (Reporter selects violet candle from table, and installing official lights it with white candle.) This violet candle symbolizes the inspiration and enlightenment that can be brought by reporting the activities of the FBLA Chapter of (school).

(name of treasurer), treasurer. (Treasurer comes forward.) You have been elected treasurer of the (school) Chapter of FBLA-PBL. In electing you to this office, the members have shown their faith in your business ability and your honesty. Do you promise to keep accurate records of all money received and spent and to present orderly reports upon proper requests?

**Treasurer :** I do.

**Installing Official:** I now declare you in the name of FBLA-PBL, the treasurer. (Treasurer selects blue candle from the table and installing official lights it with white candle.) This lighted blue candle symbolizes the trust and confidence which the members have in your ability to safeguard all funds.

(name of secretary), secretary. (Secretary comes forward.) You have been elected secretary of the (school) Chapter of FBLA-PBL. Accepting this office obligates you to be present and keep a record of what takes place at every meeting. Do you accept this responsibility?

**Secretary:** I do.

**Installing Official:** I now declare you in the name of FBLA-PBL, the secretary. (Secretary selects yellow candle from table, and installing official lights it with white candle.) This yellow candle symbolizes constancy in attendance and in keeping members informed of the chapter's progress.

(name of vice president), vice president. (Vice president comes forward.) You have been elected vice president of the (school) Chapter of FBLA-PBL. Your duty will be to assume the responsibilities in the absence of the president. Will you strive to carry out the duties of this office?

**Vice President:** I do.

**Installing Official:** I now declare you in the name of **FBLA-PBL**, the vice president. (Vice president selects orange candle from table and installing official lights it with the white candle.) This orange candle is the symbol of the harmony and faithfulness which should characterize your efforts in working with the president to carry out the ideals of the chapter.

**(name of president)**, president. (President comes forward.) The members of the **(school)** Chapter of **FBLA-PBL** have bestowed upon you a great honor in electing you the president. Your major responsibilities are to lead and encourage this chapter in all its activities. It is your duty to preside at all meetings and see that they are conducted in accordance with the constitution and correct principles of parliamentary practice. Do you accept this responsibility?

**President** : I do.

**Installing Official:** I now declare you in the name of **FBLA-PBL**, the president. (President takes red candle from the table and installing official lights it with the white candle.) This red candle is the symbol of your duties and obligations to the chapter and its members.

(Addressing members of the chapter.) In your presence, I now declare them officially installed as officers of the **(school)** Chapter of **FBLA (PBL or FBLA—Middle Level)** for the coming year. (Lights are turned out.) You may be seated. (The newly elected president is called forward, and with a few appropriate remarks, the installing official presents the gavel to the new president who closes the meeting.)

## NEW MEMBER INDUCTION

**Guide:** Mr. (or Ms.) President, these candidates have expressed a desire and meet the requirements to become members of the (*name*) chapter of **FBLA (PBL or FBLA—Middle Level)**.

**President:** (to the candidates) We accept you as candidates for membership in the (*name*) chapter of **FBLA (PBL or FBLA—Middle Level)**. Before you become members, however, let us consider the meaning of the words in the name of our organization.

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**President:** You have just heard the meaning of the letters used in our title. We are a national organization for business students who are preparing for careers in business and business education.

FBLA-PBL is based on a definite set of goals, including development of competent, aggressive business leadership; creation of more interest and understanding of American business enterprise; and participation in worthy undertakings for the improvement of business and citizenship.

As you accept and strive to achieve these goals you will gain the greatest benefit possible from your membership in this chapter. Welcome to the (*name*) chapter of FBLA-PBL, Inc. You are now officially accepted as members in good standing, entitled to your full rights and responsibilities.