

## HOSA INSTALLATION CEREMONY

General Instructions: This Installation Ceremony may be used at a banquet, in an auditorium or adapted to a classroom or other situations. The HOSA banner should be hung as a back drop. There may be a center table or podium with one white lighted candle and five other candles unlighted (total of six white candles). Each officer is to light a candle to pass on to the new officer. The President passes the sixth (lighted) white candle.

The outgoing officers stand in a circle and the newly elected officers stand to the right and left of the circle.

*"We are gathered here to announce and install the officers for the ensuing year and to pledge anew our individual allegiance to the organization. In order that this organization may render the greatest service to its business like manner, each officer and member should understand the purpose of the organization. Each should keep constantly before him/her the high aims of the organization to advance, promote and protect the business, social education and civic interest of the community.*

\*(Light candle)

*"This single white candle before us represents purity of purpose. The lighting of each of the candles by the newly elected officers is symbolic of the loyalty, commitment and the potential of the health field."*

**PARLIAMENTARIAN** \_\_\_\_\_:  
(name)

"Your \_\_\_\_\_ Parliamentarian Elect is \_\_\_\_\_."  
(year) (name)

*"Mr./Ms. Parliamentarian Elect, it is your duty to serve as a consultant to the President on procedural matters. An authority on parliamentary procedures is frequently needed and the Parliamentarian is the source of such information. You are responsible for order at all chapter/state meetings; for courtesies to guests and such new duties that are assigned to you; for regular attendance at meetings and for cooperation with the President. Are you willing to assume this obligation for the ensuing year?"*

**(Pause for officer reply.)**

*"Please light your candle."*

**(Hands small candle to the new officer and will say as the new officer lights the candle from the large candle:)**

Parliamentarian \_\_\_\_\_:  
(name)

*"As you light your candle, may I remind you that the large circle, a vital part of your Emblem, represents unity. The symbol of your office, the circle, represents unity and service to all health professions.*

*Please repeat after me: "I, \_\_\_\_\_, promise to fulfill the duties of my office as Parliamentarian to the best of my ability."*

*"I now declare you duly obligated and installed as Parliamentarian of \_\_\_\_\_ of Health Occupations Students of America."  
(chapter/state)*

**(Shakes hands with old Parliamentarian and takes his/her place at table. Old Parliamentarian stands in line or is seated.)**

**HISTORIAN** \_\_\_\_\_:  
(name)

"Your \_\_\_\_\_ Historian Elect is \_\_\_\_\_."  
(year) (name)

*"Mr./Ms. Historian Elect, it is your duty to strive to inform the people of your activities. It is your obligation as Historian to compile the reports of all the activities of \_\_\_\_\_ and release them to the press, radio and televisions. You are in charge of all public relations carried on in HOSA in our chapter/state. Are you willing to assume this obligation for the ensuing year?"*

**(Pause for officer reply.)**

*"Please light your candle."*

**(Hands small candle to the new officer and will say as the new officer lights the candle from the large candle:)**

Historian \_\_\_\_\_:  
(name)

*"As you light your candle, may I remind you that the symbol of your office is the base of the triangle, symbolic of the progress from mysticism to modern medicine which denotes individuals working together.*

*Please repeat after me: "I, \_\_\_\_\_, promise to fulfill the duties of my office as Historian to the best of my ability."*

*"I now declare you duly obligated and installed as Historian of \_\_\_\_\_ Health Occupations Students of America for \_\_\_\_\_."  
(year)*

**(The new Historian takes place at table and shakes hands with old Historian and takes his/her place at table. Old Historian stands in line or is seated.)**

**TREASURER** \_\_\_\_\_.  
(name)

"Your \_\_\_\_\_ Treasure Elect is \_\_\_\_\_."  
(year) (name)

*"Mr./Ms. Treasurer Elect, your office is one of trust, demanding honesty and accuracy. Your records and books must be kept in such a manner that they may be open for audit at any time. Are you willing to assume this obligation for the ensuing year?"*

**(Pause for officer reply.)**

*"Please light your candle."*

**(Hands small candle to the new officer and will say as the new officer lights the candle from the large candle:)**

Treasurer \_\_\_\_\_.  
(name)

*"As you light your candle, may I remind you that the two sides of the triangle, completing and connecting with the base, are symbols of your office, reflecting the beginning of knowledge which dispels the darkness of ignorance. With this in view, progress will be made toward vocational goals of the individual.*

*Please repeat after me: "I, \_\_\_\_\_, promise to fulfill the duties of my office as Treasurer to the best of my ability."*

*"I now declare you duly obligated and installed as Treasurer of \_\_\_\_\_ Health Occupations Students of America for \_\_\_\_\_.*  
(year)

**(The new Treasurer walks to the table, shakes hands with old Treasurer and takes his/her place at the table. Old Treasurer stands in line or is seated.)**

**SECRETARY \_\_\_\_\_:**

*"Your \_\_\_\_\_ Secretary Elect is \_\_\_\_\_."*  
(year) (name)

*"Mr. Ms. Secretary Elect, you have been honored by your fellow members with the responsibility of keeping accurate records of all meetings. You have custody of the constitution and bylaws and will have them available at each meeting to be used for reference. You will check and type correspondence and communications. You should provide the President with an agenda for the coming meeting. Are you willing to assume this obligation for the ensuing year?"*

**(Pause for Officer's reply.)**

*"You may light the candle."*

**(Hands small candle to the new officer and will say as the new officer lights the candle from the large candle:)**

Secretary \_\_\_\_\_:

*"As you light this candle, may I remind you that the symbol of your office, the figure in the center of the triangle, represents the challenge of change and the development of dignity and self-worth for your entire life.*

*Please repeat after me: "I, \_\_\_\_\_, promise to fulfill the duties of my office as Secretary to the best of my ability."*

*I now declare you duly obligated and installed as Secretary of \_\_\_\_\_ Health Occupations Students of America for \_\_\_\_\_.*  
(year)

**(The new Secretary walks to the table, shakes hands with old Secretary and takes his/her place at table. Old Secretary stands in line or is seated.)**

**VICE PRESIDENT** \_\_\_\_\_:

"Your \_\_\_\_\_ Vice-President Elect is \_\_\_\_\_."  
(year) (name)

*"Mr./Ms. Vice-President Elect, you are expected to preside over all meetings in the absence of the president. If, for any reason, the President is unable to complete his/her term, you will be expected to take his/her place and assume his/her responsibility. You must provide the spark and enthusiasm to keep HOSA running smoothly. Are you willing to assume this obligation for the ensuing year?"*

**(Pause for Officer's reply.)**

*"You may light the candle."*

**(Hands small candle to the new officer and will say as the new officer lights the candle from the large candle:)**

Vice-President \_\_\_\_\_:

*"As you light your candle, may I remind you that the symbol of your office is the protective hands. This represents the caring and active \_\_\_\_\_ HOSA students desiring to be of service in the health field. In this process, we will develop dignity and self-worth.*

*Please repeat after me: "I, \_\_\_\_\_, promise to fulfill the duties of my office as Vice President to the best of my ability."*

*"I declare you duly obligated and installed as Vice President of \_\_\_\_\_ Health Occupations Students of America for \_\_\_\_\_ (year)*

**(The new Vice-President walks to the table, shakes hands with old Vice-President and takes hi/her place at table. Old Vice-President stand in line or is seated.)**

**PRESIDENT** \_\_\_\_\_:

"Your \_\_\_\_\_ President Elect is \_\_\_\_\_."

*"As you light your candle, may I remind you that the symbols of your office are the HOSA letters. Each of these letters alone means very little, but together they represent the strength of our organization. In the same respect, each of your officers alone can do little, but together they can work to carry out the activities and duties of the \_\_\_\_\_ HOSA organization. So I urge you to lead your officers in working together in and for the strength of HOSA.*

*Please repeat after me: "I, \_\_\_\_\_, promise to fulfill the duties of my office as president to the best of my ability."*

**PRESIDENT will say as he/she gives the gavel to the new President:**

*"I now present you with the gavel of your office and declare you duly obligated and installed as President of \_\_\_\_\_ Association of Health Occupations Students of America for \_\_\_\_\_ (year)*

**(The old officer returns to his/her seat. The new officer remains standing at the podium and continues the program or adjourns the meeting.)**