A close up of a clock

Description automatically generated

Initiation and Installation Script

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| CA Officers enter and take their places. Officers remain standing.  All student members enter and proceed to their seats. Members should remain standing at their seats. |

Specialist

*(Specialist welcomes everyone to the I&I Ceremony)*

*(Specialist invites everyone to be seated)*

Each year the Career Association elects student officers to lead our chapter. These young adults serve as the officer team for the Career Association at \_\_\_\_\_\_\_\_\_\_ School.

Ladies and gentlemen, I would like to present the \_\_\_\_\_\_\_\_\_\_ School officers to our Career Association.

Vice President for Leadership Development: (insert name)

Vice President for Career Development: (insert name)  
Vice President for Social Awareness: (insert name)

Vice President for Civic Awareness: (insert name)  
Vice President for Community Service: (insert name)  
Secretary: (insert name)

Historian: (insert name)

Reporter: (insert name)

Treasurer: (insert name)

Ladies and gentlemen, the individual who was selected as president of the \_\_\_\_\_\_\_ School Career Association is (insert name).

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| Specialist returns to his/her seat and president approaches the podium. |

CA president

At this time, I would like all of you to stand and join me in the Pledge of Allegiance to the flag.

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| Audience stands and faces flag. |

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

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| Audience is seated. |

CA President

I would like to introduce (insert name), principal of \_\_\_\_\_\_\_\_ School, to give our opening remarks. *(President returns to seat.)*

Principal

***Principal gives opening remarks.***

Specialist

At this time, I would like to call (insert name) to the podium to explain each of our Career Association goals.

Speaker – 5 goals

Five goals are at the heart of our career association. It is important that we understand these goals.

They are:

Leadership Development - The Career Association provides members with activities for recognizing developing leadership abilities through individual and group conferences, election of officers on the chapter and state level, leadership training workshops and meetings with professional leaders.

Career Development ⎯ The Career Association members become prepared for their careers by being oriented to career possibilities through tours, travel, career development conferences, workshops on occupational choices, career assemblies, job fairs, panel presentations, guest speakers, career counseling and career information activities.

Civic Awareness ⎯ Career Association members recognize their obligations to the community by working with the community or local, state and federal government awareness programs, visits to government officers, community development projects and through civic appearances in promoting the Career Association.

Social Awareness ⎯ The Career Association maintains a program of social awareness to provide an outlet for student enthusiasm, motivation and membership interaction. Members gain knowledge of social graces, poise and professional etiquette through recreational activities, image-building projects, field trips, workshop presentations and participation in school and community social and recreational programs.

Community Service - The Career Association members become involved in community service projects, providing opportunities to develop their helping skills. Helping others is a confidence builder for many students, which can be transferred to the workplace, preparing students for career success.

At this time, I would like to introduce (person who will give vows of membership).

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| Speaker returns to seat. |

Person giving vows of membership

As members of the Career Association, you are expected to support the activities of your chapter, to fulfill your membership obligations to the best of your ability, to attend Career Association meetings, and to set a positive example in the work place.

You are now prepared to take the vows of membership in the Career Association.

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| All members stand. |

Please raise your right hands and repeat after me . . .

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| All Career Association members take the vows of membership. |

"I solemnly pledge/

that I will carry out to the best of my ability/

all of the duties and responsibilities of membership/

in the JAG Kentucky Career Association./

I fully understand and accept/

the purpose of this organization/

and I will conduct myself/

so that I shall reflect/

honor upon the organization/

and will maintain high standards/

in my business activities.”

Ladies and gentlemen, will you please join me in congratulating the new members of the Career Association?

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| After applause, all members will be seated. |

Specialist

I would like to take this time to install the officers to the \_\_\_\_\_\_\_ School Career Association.

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| All officers stand in front of their chairs. As each officer's name is called, he/she should walk to podium and face the speaker. |

(Insert name), you have been chosen as Vice President for Leadership Development. You shall be prepared to assume the role of the president in his/her absence. You shall be responsible for coordinating any visits to other career associations and you will also arrange for leadership and team-building workshops. Do you understand and accept these responsibilities?

VP Leadership Development

Yes, I do. (Returns to seat)

(Insert name), you have been chosen Vice President of Career Development. You shall assist in the planning and implementation of chapter career development activities, including job fairs and guest speakers. Do you understand and accept these responsibilities?

VP Career Development

Yes, I do. (Returns to seat)

(Insert name), you have been chosen as Vice President of Social Awareness. You should be prepared to assume the role of career association secretary in his/her absence and you’ll be responsible for coordinating a program of social awareness. Do you understand and accept these responsibilities?

VP Social Awareness

Yes, I do. (Returns to seat)

(Insert name), you have been chosen as Vice President of Civic Awareness. You will represent your chapter at meetings with local and state political leaders. You will be responsible for keeping a file of the Career Association publicity and preparing articles for local publication. Do you understand and accept these responsibilities?

VP Civic Awareness

Yes, I do. (Returns to seat)

(Insert name), you have been chosen as Vice President of Community Service. You shall assist in planning and implementing chapter community service opportunities and activities, and building community partnerships. Do you understand and accept these responsibilities?

VP Community Service

Yes, I do. (Returns to seat)

(Insert name), you have been chosen as the association's Secretary. You will be responsible for recording and preparing minutes of all meetings, maintaining a file of National Career Association correspondence and important records and sending out meeting notices. Do you understand and accept these responsibilities?

Secretary

Yes, I do. (Returns to seat)

(Insert name), you have been chosen as the association's Historian. You will be responsible for overseeing the chapter scrapbook which will chronicle the year’s activities. Do you understand and accept these responsibilities?

Historian

Yes, I do. (Returns to seat)

(Insert name), you have been chosen as the chapter’s Reporter. You shall assist in writing press releases and newsletters and developing relationships with the media to represent JAG Kentucky. Do you understand and accept these responsibilities?

Reporter

Yes, I do. (Returns to seat)

(Insert name), you have been chosen as the chapter’s Treasurer. You shall handle the chapter's finances, oversee fundraising and provide periodic reports as to the financial condition of the chapter. Do you understand and accept these responsibilities?

Treasurer

Yes, I do. (Returns to seat)

(Insert name), you have been chosen as president to your career association. In electing you President, the members have indicated their faith in your leadership abilities.

You are responsible for preparing an agenda and conducting monthly Career Association meetings, conducting officer committee meetings as needed, appointing special committees, and representing your chapter at civic presentations.

You will listen to members' ideas and encourage participation in all chapter activities. Do you understand and accept these responsibilities?

CA President

Yes, I do. (Returns to seat)

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| CA Officers stand |

Specialist

Career Association officers, if you are willing to accept the responsibilities that have been put before you, raise your right hand and repeat after me:

"I understand fully/

the responsibilities and duties/

of the office to which I was elected./

I hereby promise to accept/

and fulfill these/

to the best of my ability."

Congratulations Career Association officers!

Chapter members, would all of you please stand?

As a symbol of your installation, I will light the first candle in the chain of light. These candles that you light represent your membership in the \_\_\_\_\_ School Career Association and your hopes for future success.

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| Play music as specialist lights first candle. Then, each officer lights the next officer’s candle. After all candles are lit, the president goes to table. |

President

On behalf of all the officers and Career Association members, I light this candle as a symbol of our unity as the Career Association.

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| President lights large candle on the table. |

Specialist

Ladies and gentlemen, I present to you the officers and members of the \_\_\_\_\_\_\_\_\_ School Career Association!

I would like at this time to have (CA president) assist me in the presentation of certificates of membership to the \_\_\_\_\_\_\_ School Career Association members.

As your name is read, please come forward.

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| Certificates are handed out and then specialist returns to his/her seat. |

President

As members of the Career Association, there are certain principles that we believe. These are represented in our Career Association Creed. Would all chapter members please rise as I recite our creed?

“I believe I have the right to establish high personal and career goals and to develop those skills necessary to achieve my goals.

I believe I must choose a career appropriate to my interests, abilities and aptitudes.

I believe the success of the free enterprise system depends on the cooperation of business, education, labor, government, community and the youth of this nation.

I believe that each individual has the responsibility to develop an appreciation for productive work and a respect for all careers.

I believe each person should have the opportunity to develop their full potential and recognize their value to society.

I believe my success is earned through my efforts at school and at work.

I believe the growth of my abilities and experiences gained through the Career Association will assure my future career success.”

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| Audience is seated. |

Specialist

I would like for us all to welcome our keynote speaker, (insert name and information about speaker here.)

Keynote speaker

***Gives speech***

Specialist

(Insert name) will now lead the Career Association members in a special recognition.

Person offering recognition

There are others whose have offered us guidance, patience and caring in our lives.

Career Association Members, would you please join me in showing our appreciation to our supporters, friends and families?

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| All members stand and applaud briefly. |

I would like to introduce (insert name here), who will deliver our closing remarks.

Person giving closing remarks

(*Closing remarks*)

Specialist

I would like to call our Career Association President to the podium.

President

On behalf of all our Career Association members and officers, I would like to thank you all for sharing with us this very special ceremony.

I now declare this Initiation and Installation ceremony adjourned.

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| Rap gavel once. |