

Bobbie TOPS Installations

INSTALLATIONS \

FunBeanie

BreadMakers Construction

Quilting Bee

Cleaning
Stars

Rainbow of Promise

Key to success

Apples

Ribbons

Garden

Spice it up

Hand in Hand

Lighthouse

QUILTING BEE INSTALLATION

Quilting Bees represent people helping one another accomplish a common goal. That's what our chapter does.

Like materials of a quilt, our members are varied.

They come from many backgrounds and have different interests and talents. Yet we have many things in common. We meet each week to improve our health and feel good about ourselves. We are here because we have trouble with our weight. Even those who are at goal need the support and accountability of a weekly weigh-in.

(Leader) The binding on a quilt holds it all together and gives it a finished look. A Leader keeps the chapter together and moving smoothly. And as much as the binding keeps everything straight, the LEADER must be sure TOPS guidelines are followed.

(TO LEADER) That is why I am presenting you with this quilt binding.

(CO_LEADER) What is a quilt without filling? Just material--not quite warm enough. That's what a chapter is without a Co-Leader to fill in. Like the filling tucked away out of sight, the Co-Leader does jobs that are not obvious but provide extra warmth to make Our Chapter more than a weekly weigh-in.

(To Co-Leader) That is why I am giving you this quilt batting

(SECRETARY) The secretary is like the needle and the thread that keeps things from shifting out of place. If we want to remember what has taken place in the past, we can check the secretary's minutes.

To Secretary) That is why I present you with this needle and thread

(TREASURER) You don't have much of a quilt without the backing, and you don't have much of a chapter without a treasurer. A good treasurer keeps precise records of the expenses that make our chapter so fulfilling. A good treasurer ensures that we have enough cash backing.

(TO Treasurer) That is why I present you with this piece of backing

(WEIGHT RECORDER & ASSISTANT WEIGHT RECORDER) Without quilt squares there would be no quilt top. And without weight recorders there would be no tops chapter. We have no purpose as a group if we don't face the scale each week.

(To Weight Recorder) Because you are so vital to the chapter, I give you these quilt squares

FUN BEANIE INSTALLATION

Poem

WE WIL DO IT

Well, it's time for awards and installation. We're all here, spreading cheer! Is our proclamation.

We're so proud we'll say it out loud across then nation:

TOPS is fine. We will shine and be an inspiration.

Come on TOPS, let's be KOPS. We can do it.

Lose that weight before it's too late. Let's hop to it.

Try to eat right day and night. Don't abuse it. Well, it's time for pounds to unwind. We can do it!

CEREMONY:

The following installation ceremony included the presentation of the appropriate toy beanbag creature to each of the new officers.

LEADER: - DUCK When we think of ducks, we think of how the little ones follow behind the mother duck as she boldly leads the way. As you act as our leader, we will follow you by attending the meetings and giving support tour group.

CO-LEADER-TURKEY The turkey loves to strut. As CO-leader you will now strut along faithfully beside the leader, ready to strut your stuff and fill in when the leader or another officer is absent.

SECRETARY-BLUE JAY We will be so blue if we don't have good minutes kept for our TOPS chapter history. Just as the blue jay can chirp out notes, you will record good notes at each meeting & be ready to chirp them out the following meeting.

TREASURER-SQUIRREL The squirrel gathers nuts and stores them away for future use. You will gather dues and keep good financial records for our chapter.

WEIGHT RECORDER-KANGAROO the kangaroo is known for hopping. TOPS members will hop on the scales each week and you will hop to it and record the results. You will also keep a pouch full of support words to distribute freely.

ASSISTANT-WT RECORDER-FROG The frog is also a hopper. You are a helping hopper who generously keeps the weight recorder from turning green and croaking form the big job of keeping accurate weight records.

Tops and Kops, I present to you your Chapter Officers for "year." Let's give them all a great big hand! Thank you.

Taken from the March 2001 TOPS News.

Written by: Jane Jones TOPS#NC 602 Newport

STAR INSTALLATION

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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, posterboard, 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 chinelle 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.

TOPS Bread Makers

A Ceremony for Officer Installation

written by Arlene Aldrich- TOPS#IA471, Emmetsburg & Jennie Smith, Coordinator

Room setting: Arrange a small table at the front of the room and cover with an attractive cloth.

Place on this a fine loaf of home-baked bread and the symbols of the office to be used in the ceremony; a package of yeast, a bottle or jar filled with water, a box or small sack of flour, a small can or stick of shortening and 2 loaf pans.

You will also need flowers – Blue, Red, Yellow, White, and 2 black or dark purple.

Outgoing Leader gives a brief departing speech.

Installer: JUST FOR TODAY

Just for today, I will live through the next 12 hours and not tackle my whole life's problems at once.

Just for today, I will improve my mind. I will learn something useful. Just for today, I will be agreeable. I will look my best, speak in a positive manner and be courteous and considerate. Just for today, I will not find fault with friends, relatives, or colleagues. Just for today, I will have a program. I might not follow it exactly, but I will have it. Just for today, I will exercise my character in 3 ways. I will do a good turn and keep it a secret, if anyone finds out, I won't let it count. Just for today, I will do 2 things I don't want to do just for exercise. Just for today, I will be unafraid, especially will I be unafraid to enjoy what is beautiful and believe that as I give to the world, the world will give to me.

(Leader-elect approaches table, installer hands her a blue flower)

Installer: As we begin a TOPS year with our new officers, let us think of our fellowship as being a delicious, nutritious loaf of home-baked bread. Our chapter, like a loaf of bread, will be only as good as the quality of the ingredients we use and the care we take in its preparation. The primary ingredient in bread making is yeast. It starts the action. The leadership of our leader is like the yeast; he/she keeps the group growing and going. Yeast also gives the loaf flavor, just as our Leaders personality and leadership are reflected in all of our activities.

_____ (Leader name), will you agree to be the yeast for this chapter for the coming year? (Reply). I present to you, our new Leader, this package of yeast as a symbol of your office.

(Co-leader-elect approaches table, installer hands her a red flower)

Installer: We need to think next of the liquid with which our yeast is combined. The CO-leader supports the leader for the growth of the chapter, as the liquid in bread works with the yeast to initiate the activity of the bread. The CO-leader works closely with the leader in all areas, fluidly adjusting the actions taken throughout the year.

{_____ Co-leader name}, will you agree to be the liquid in our chapter for the coming year? (Reply) I give to you this bottle of liquid as a symbol of your office.

(Secretary-elect approaches table, installer hands her a yellow flower)

Installer: Each homemaker is extremely particular about the kind of flour used to make bread, as the flour greatly influences the final quality and flavor of the product. The accurate records of our meetings as kept and reported by the secretary, are an important ingredient to a smooth running organization.

_____ (Secretary name), will you agree to be the flour in our chapter for the coming year? (Reply). I ask you to accept this flour as a symbol of your office.

(Treasurer-elect approaches table, installer hands her a white flower)

Installer: Another ingredient is necessary to make a loaf of bread elastic and smooth – the shortening. The work of the treasurer corresponds to the shortening in bread. We hope that the treasurer can stretch the budget when necessary, keep the financial books as needed, and will report clearly so all members know the financial standing of our chapter throughout this year.

_____ (Treasurer name), will you accept the responsibility of being the needed shortening in our chapter for the coming year? (Reply) I give you this shortening as a symbol of your office.

(Weight Recorder & Assistant) approaches table, installer hands them dark flowers)

Installer: After we have all the ingredients mixed together, we must still work and knead the dough well, shape and mold the loaves carefully, and then watch. So, too, we must work at building a chapter. Bread cannot be pounded and beaten into shape; only with gentle, constant kneading can the loaf be molded into shape, placed in a pan and given exactly the right temperature to bring it to perfection.

_____ (Weight Recorders names), will you accept the responsibility to be the needed hands to mold the bread for the coming year?

(Reply). I give you this pan as a symbol of your offices.

Installer: Basic as all of these ingredients may be, there are others which are essential to a good, nutritious loaf of bread. The sugar, eggs, herbs, spices, nuts and fruits add flavor and variety. These are the programs that the officers and members carry forward together under the controlling action of salt of the constitution and by-laws of our chapter.

After all the ingredients are combined, the dough is kneaded.

The more the bread dough is worked, the better it becomes. In the same manner, the harder the members work this year, the better our fellowship will be.

After our bread is kneaded and molded into the kind of loaf we want it to be, we will bake it in just the proper atmosphere of love and cooperation. Our year will then come out toasty and brown and good enough to eat, a matter of joy and pride for all concerned.

The rainbow is a sign of love, a symbol of hope, and a token of promise. As we go forth into another year of TOPS work, may our officers not forget their colors from the rainbow, and the symbols they stand for.

1 : " TOPS CONSTRUCTION"

Installation Ceremony"

NARRATOR

"We will now start "TOPS CONSTRUCTION" Installation ceremony as I light the Candle of Continuity."

(Narrator will light the large "Candle of Continuity" which is in the center of the table)

NARRATOR

We Are gathered here to install our officers. They will each be given a job to do and a construction tool to help them.

We are their crew. As in many construction jobs, payday comes weekly. Ours is when we step on the scale. If the "boss" reaches for the black pen, we are paid in full. If the boss reaches for the red

pen, we know we haven't done our best and will be short changed. Now lets meet our construction bosses for this year. They are our real "hard hat" people.

NARRATOR

" _____, as leader of this chapter, will you please come forward?"

Your chapter has elected you to the privileged position of leading it. As such, you are a builder, a teacher, an example and a counselor. You will avail yourself to every opportunity to learn more about TOPS. It is a major responsibility that you see your chapter grow. You will lead your chapter to love TOPS and what it stands for. As a wise leader, you will recognize the need for help of others. Remember you can love them into cheerful cooperation. You will recognize each person as an individual. You should lead your chapter to cooperate with your Coordinator and TOPS Club, Inc."

" _____ do you accept the responsibility of this office?"

_____ "I do" (Give Leader a hammer)

Please accept this hammer. What better tool for a leader than a hammer!! You can use it to call us to order or to hammer home a point. This is a must for any successful construction project.

"Your color is BLUE, symbol of loyalty which you should give your chapter and TOPS Club, Inc. I hereby install you as leader of TOPS chapter. Please light your candle from the CANDLE OF CONTINUITY as a symbol of continuing loyalty and service."

(Leader lights her blue candle from the CANDLE OF CONTINUITY and stands to one side with candle lit.)

NARRATOR

" _____, as co-leader, will you please come forward?"

"You will assist _____, help direct the chapter when _____ is absent, and help her welcome new members and explain TOPS to them. You will work in close harmony with the rules & regulations of TOPS"

_____, do you accept responsibilities of this office?"

_____ "I DO."

(Give Co-Leader large construction nail)

NARRATOR

The large construction nail represents our co-leader. A nail works closely with the hammer to help hold things together---especially "Special Projects"

"Your color is RED, a symbol of love. I hereby install you as co-leader of this chapter. Please light your candle from the CANDLE OF CONTINUITY as a symbol of continuing loyalty and service."

(Co-leader lights her red candle from the "Candle of Con." & stands next to leader)

NARRATOR

" _____, our secretary, will you please come forward?"

"You will keep accurate minutes of each meeting and read the past week's minutes at each meeting, participate in roll call, put all contest rules into the minutes, be familiar with the bylaws of the chapter & TOPS Club, Inc. so you may inform new members, and read chapter correspondence at meetings if requested."

" _____ do you accept the responsibilities of this office?"

_____ " I do"

(Give Secretary a saw)

NARRATOR

The saw describes the duties of the Secretary. One look in her books and we saw the business of out TOPS group for the year.

"Your color, appropriate for your office, is YELLOW symbolizing sincerity."

"I hereby install you as secretary of our chapter of TOPS Club, Inc. Please light your candle from the "Candle of Continuity" as a symbol of continuing loyalty & service"
(Secretary lights yellow candle from the Candle of Continuity and stands next to co-leader)

NARRATOR

" _____, our treasurer, will you please come forward?"

"The treasurer shall have charge of all receipts and disbursements. You will keep _____ and _____ informed and up to date by giving a complete report at least once a month. You will keep account of all contests, chapter affairs and contests that involve money matters. You will see that members dues and chapter maintenance dues are paid up to date."

" _____ do you accept the responsibilities of this office?"

_____ "I DO"

(Give Treasurer a wrench)

NARRATOR

A wrench is used to loosen or tighten objects. When our purse strings need adjusting, to keep the cash flowing, our Treasurer has to tighten or loosen them..

"Your color is white, a symbol of purity and joy in a job well done. I hereby install you as treasurer of our chapter of TOPS Club, Inc. Please light your candle from the "Candle of Continuity" as a symbol of continuing loyalty & service"

(_____ lights her white candle and stands next to secretary)

NARRATOR

" _____ our assistant treasurer will you please come forward?"

" _____, as our assistant treasurer, it will be your responsibility to assist _____ at each meeting and take over _____ responsibility in her absence"

" _____ do you accept the responsibilities of this office?"

_____ "I DO"

(Ass't treasurer is handed a smaller wrench or shares the Treasurer's wrench)

_____ You will also use the wrench in the same manner as _____.

"You also share the color WHITE, a symbol of purity & joy. I hereby install you as the assistant treasurer of our chapter. Please light your white candle from the Candle of Continuity as a symbol of continued loyalty & service" (_____ - lights her candle and stands next to _____)

NARRATOR

" _____, our assistant co-leader will you please come forward?"

" _____ you are the jack of all trades. You will assist the leader, co-leader and whoever is in need..

_____ do you accept the responsibilities of this office?"

_____ "I DO"

(Ass't Co-leader is handed a smaller nail)

The nail also represents the Ass't co-leader. It also works closely with the hammer and large construction nail to hold things together and put the finishing touches on projects.

"Your color is orchid, a combination of red and blue, a combination of loyalty and love. Please light your candle from the "Candle of Continuity" as a symbol of continuing loyalty and service."

(_____ lights her candle and stands with other officers)

NARRATOR.

"Last, but by no means least:

_____ our weight recorder and _____ our assistant weight recorder will you please come forward? "

"Your office is most important. You must keep an accurate record of all weights; give a report at each meeting of losses and gains; keep record of weights for contests; and see to it that weight charts are completed correctly and sent to the coordinator at the end of the year. Since you have contact with each member as they weigh in. You can praise the losers and give words of encouragement to the gainers."

"_____ & _____ do you accept the responsibilities of this office?"
_____ & _____ "WE DO"

(Give Wt. recorder a level and Ass't wt. recorder a large construction pencil)

A level is a crucial tool. We watch our wt. recorder carefully, each time we step on the scale. She is the first to know if we have been on the level with our eating plan and exercise each week

What better tool represents the Ass't wt. recorder than the marking tool? Preferably black She uses this too to keep track of our progress each week.

". Sometimes it is through the darkness of our sorrows and trials that we are drawn together. So _____ is the color for our weight recorder and assistant wt. recorder. It represents also the pen and ink of your office. I hereby install you as weight recorder and assistant wt. recorder of our chapter ." "Please light your candles from the Candle of Continuity as a symbol of continuing loyalty and service."

(Wt. recorder & Ass't wt. recorder light their dark candles and stand with officers.)

NARRATOR

"_____ & _____ you have lit the Candles of Continuity and have been duly installed as officers of TOPS chapter # PA 209, Wilkes-Barre. Please repeat with us the following pledge: I pledge myself as an officer of TOPS Chapter # PA 209 Wilkes-Barre to perform responsibly the duties of my office, be true to TOPS, obey all TOPS rules and help myself and my fellow members toward our common goal. I will work in unity and common concern with my fellow officers and members to encourage good will in this chapter and advance its worthy work."

NARRATOR

"Will the members of this chapter now stand?"

Members stand

"We are happy to present to you your new officers. They need your complete understanding and cooperation during the year ahead and have a right to expect your assistance in the work they are undertaking. Do you promise to give them understanding, cooperation and assistance?"

Members say " WE DO"

Candles are blown out & ceremony is over

(another version of the construction ceremony)

#2 : " TOPS CONSTRUCTION"

you will need: a hammer, a nail, a saw, a wrench, a level, a pencil, and a blank sheet of blue paper for each member in group.

We gather here to install our officers. They will be given a job to do and a construction tool to help them.

We are their crew. As in many constuction jobs, payday comes weekly.

Ours is when we step on the scale. If the "boss" reaches for a black pen, we are paid in full. If the "boss" reaches for a red pen, we know we've been caught sloughing off.

Now let's meet our new constuction bosses. They are our real hard-hat people.

(Give new leader a hammer) What better tool for a leader than a hammer!

She can use it to call us to order or to hammer home a point. This is a must for any successful

constuction project.

(Give new co-leader a nail) The nail represents our co-leader. A nail works closely with the hammer to help hold things together- especially special projects.

(Give new secretary a saw) The saw describes the duties of the secretary. One look in her books and we "saw" the business of our TOPS group for the year

(Give new treasurer a wrench) A wrench is used to loosen or tighten objects. When our purse strings need adjusting, this is what our treasurer does.

(Give new weight recorder a level) A level is a crucial tool. We watch our weight recorder carefully each time we step on the scale: she knows if we've been on the level with our eating plan for the week.

(Give new assistant weight recorder a pencil) Before we begin any project, our blueprint has to be carefully marked. Our assistant weight recorder uses a sturdy marking tool- preferably black-not red.

(Pass out blank blue sheets of paper to officers and rest of the chapter members) These are the blueprints-or plans. To complete a project successfully, everyone involved needs to check the blueprints. Write down your goals for today. Refer to them often. Let's work together to make our chapter a success. Welcome new officers. Good luck to us all.

After you give each officer their tool and read what goes with it on

this sheet-refer to the duties of each office in the regular standard installation-read them and ask them if they except these duties . Then go on to the next one.

THE RAINBOW OF PROMISE

FROM: TOPSY825

NARRATOR

"We will now start "THE RAINBOW OF PROMISE" Installation ceremony as I light the Candle of Continuity."

(Narrator will light the large "Candle of Continuity" which is in the center of the table)

NARRATOR

"The rainbow is a sign of love, a symbol of hope and a token of promise. As you go forth into another year of TOPS work, may you, as officers, not forget your color of the rainbow and the symbols they stand for."

NARRATOR

"(New Leader's name)_, as leader of this chapter, will you please come forward?

Your chapter has elected you to the privileged position of leading it. As such, you are a builder, a teacher, an example and a counselor. You will avail yourself to every opportunity to learn more about TOPS. It is a major responsibility that you see your chapter grow. You will lead your chapter to love TOPS and what it stands for. As a wise leader, you will recognize the need for help of others. Remember you can love them into cheerful cooperation. You will recognize each person as an individual. You should lead your chapter to cooperate with your Coordinator and TOPS Club, Inc."

"_(New Leader)___ do you accept the responsibility of this office?" ___(New Leder)_ " I do" " Your color is BLUE, symbol of loyalty which you should give your chapter and TOPS Club, Inc. I hereby install you as leader of TOPS chapter. Please light your candle from the CANDLE OF CONTINUITY as a symbol of continuing loyalty and service."

(New Leader lights her blue candle from the CANDLE OF CONTINUITY and stands behind table with candle lit.

NARRATOR

"Co-leader' name , as co-leader, will you please come forward?"

"You will assist (leader's name), help direct the chapter when_____ is absent, and help her welcome new members and explain TOPS to them. You will work in close harmony with the rules & regulations of TOPS. You can love the chapter into cooperation." "Co-leader's name , do you accept responsibilities of this office?"

(Co-leader) "I DO."

"Your color is RED, a symbol of love. I hereby install you as co-leader of this chapter. Please light your candle from the CANDLE OF CONTINUITY as a symbol of continuing loyalty and service."

(Co-leader lights her red candle from the "Candle of Con." & stands next to Leader)

NARRATOR

"(Secretary's name), our secretary, will you please come forward?" "You will keep accurate minutes of each meeting and read the past week's minutes at each meeting, participate in roll call, put all contest rules into the minutes, be familiar with the bylaws of the chapter & TOPS Club, Inc. so you may inform new members, and read chapter correspondence at meetings if requested."

"(Secretary's name) do you accept the responsibilities of this office?" Secretary " I do"

"Your color appropriate for your office is YELLOW symbolizing sincerity." "I hereby install you as secretary of our chapter of TOPS Club, Inc. Please light your candle from the "Candle of Continuity" as a symbol of continuing loyalty & service"

(Secretary lights yellow candle from the Candle of Continuity and stands next to co-leader)

NARRATOR

"(Treasurer's name), our treasurer, will you please come forward?"

"The treasurer shall have charge of all receipts and disbursements. You will keep (Leader's name) and (Co-leader's name) informed and up to date by giving a complete report at least once a month. You will keep account of all contests, chapter affairs and contests that involve money matters. You will see that members dues and chapter maintenance dues are paid up to date."

"(Treasurer's name) do you accept the responsibilities of this office?"

(Treasurer) " I DO"

"Your color is white, a symbol of purity and joy in a job well done. I hereby install you as treasurer of our chapter of TOPS Club, Inc. Please light your candle from the "Candle of Continuity" as a symbol of continuing loyalty & service" .

(Treasurer lights her white candle and stands next to secretary)

NARRATOR

"(Ass't treasurer's name), our assistant treasurer will you please come forward?"

"(Ass't treasurer), as our assistant treasurer, it will be your responsibility to assist (Treasurer's name) at each meeting and take over her responsibility in her absence"

"(Ass't treasurer) do you accept the responsibilities of this office?"

(Ass't treasurer)" I DO"

"You share the color WHITE, a symbol of purity & joy. I hereby install you as the assistant treasurer of our chapter. Please light your white candle from the Candle of Continuity as a symbol of continued loyalty & service" (Ass't treasurer) lights her candle and stands next to Bev)

NARRATOR

"(Ass't co-leade's name), our assistant co-leader will you please come forward?"

"(Ass't co-leader) you are the jack of all trades. You will assist leader, co-leader and whoever is in need.. You will have the honor of crowning the losers."

"(Ass't co-leader) do you accept the responsibilities of this office?"

Ass't co-leader "I DO"

"Your color is orchid, a combination of red and blue, a combination of loyalty and love. Please light your candle from the "Candle of Continuity" as a symbol of continuing loyalty and service."

(Ass't co-leader) lights her candle and stands next to Elaine)

NARRATOR.

"Last, but by no means least:

(Wt. recorder's name) our weight recorder and (Ass't Wt. recorder's name) our assistant weight recorder will you please come forward? "

"Your office is most important. You must keep an accurate record of all weights; give a report at each meeting of losses and gains; keep record of weights for contests; and see to it that weight charts are completed correctly and sent to the coordinator at the end of the year. Since you have contact with each member as they weigh in, you can praise the losers and give words of encouragement to the gainers."

"(Wt. recorder) and (Ass't wt. recorder) do you accept the responsibilities of this office?" Wt. recorder & Ass't.Wt. Recorder "WE DO"

" A rainbow is most beautiful when it has a dark backdrop. Only a deep color will bring out the sparkling brilliance and beauty of the colors of the rainbow. Sometimes it is through the darkness of our sorrows and trials that we are drawn together. So Black is the color for our weight recorder and assistant wt. recorder. It represents also the pen and ink of your office. I hereby install you as weight recorder and assistant wt. recorder of our chapter ."

"Please light your candles from the Candle of Continuity as a symbol of continuing loyalty and service."

(Both light their black candles and stand with officers.)

NARRATOR

(Name of each officer) you have lit

the Candles of Continuity and have been duly installed as officers of TOPS

chapter # _____. Please repeat with us the following pledge:

I pledge myself as an officer of TOPS Chapter # _____ to perform responsibly the duties of my office, be true to TOPS, obey all TOPS rules and help myself and my fellow members toward our common goal. I will work in unity and common concern with my fellow officers and members to encourage good will in this chapter and advance its worthy work."

NARRATOR

"Will the members of this chapter now stand?"

Members stand

"We are happy to present to you your new officers. They need your complete understanding and cooperation during the year ahead and have a right to expect your assistance in the work they are undertaking. Do you promise to give them understanding, cooperation and assistance?"

Members say " WE DO"

Candles are blown out & ceremony is over

click ---> <http://members.aol.com/bobbierae/Ceremonie> </td

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. Reorder 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!!!!

APPLE Installation

From: User163005

As we begin a TOPS year with our new officers, let us think of our fellowship as a sweet, crunchy apple.

The responsibilities of our leader and co-leader can be compared to the core of the apple. They are at the center of all activity. They will lead our chapter in what TOPS stands for and will work consistently with the other officers in following the rules and standards of TOPS.

(Read the duties of the leader.)

(Leader & Co-Leader's names here) Will you serve as the core of our chapter by accepting these responsibilities?

Present Leader and Co-Leader with an apple.

The secretary is like the seeds of the apple. The seeds are designed to be planted in the minds of others--making others aware, arousing interest in TOPS, and enlisting both the commitment of present members and the involvement of new members.

(Read the duties of secretary.)

(Secretary's name here) Will you act as the seeds of our chapter by serving in the office of secretary?

Present Secretary with an apple.

Our treasurer's part in the apple is the flesh which surrounds the core. This office maintains the structure of TOPS, helping us develop and maintain a supportive and thriving fellowship.

(Treasurer's name here) Will you assume this role in building up the structure of our chapter?

Present Treasurer with an apple.

The stem of the apple represents the work of our weight recorder and assistant. Through faithful work and the accurate records, they provide ongoing nourishment to our chapter.

(Read the duties of weight recorder and assistant.)

(Weight recorder & Assistant Weight Recorder's names here) Will you serve as this essential connection for the coming year?

Present weight recorder and assistant with an apple.

All members please stand.....

As members of this chapter, you represent the tree to which the apple is attached. You are responsible for providing sustenance to the fruit through your presence and involvement. Do you promise to be the sustaining tree? Is so, please answer--WE WILL.

RIBBON INSTALLATION

From: goldthwaite@webtv.net

You will need: (1) A small table attractively covered, and on it (2) Chapter By-laws and TOPS Rules, rolled together and tied with a ribbon, (3) Gavel (4) Ribbons approx. 2 yards long - one for each person being installed, in appropriate colors (see text) looped loosely and separately pinned to hold loops, with one end of each pinned together to gavel (5)(Optional) dyed carnations in colors to match ribbons in color and number (6) Scissors (7) Row of seats for Officers-to-be-installed, (8) ASSISTANT to hold gavel and attached ribbons during ceremony (9) (optional) photographer

Preparation: Gather each length of ribbons (separately) loosely, leaving 6 to 8 inches of ends dangling, and pin to keep in place, Pin all ends (except the purple one) together and attach to gavel so ribbon loops dangle freely. Tie one of purple ribbon to gavel with a bow. Arrange all these items attractively on table next to where Installing Officer will stand. A small flower arrangement on the table would be nice.

INTRODUCTION:(Installing Officer) as desired: I use a verse that I wrote, followed by a TOPS song (I like #96 in Song Book) Verse: OUR TOPS Meeting A time, a place, and we members come
-----So scales can check how well we've done! -----We meet with friends who spur us on,-----
Applaud for us when pounds are gone, -----Cheer us up if we have a gain ----- Our need for each other is very plain!-----We talk of carbohydrates, proteins, fat. -----Calories and Exchanges - things like that,---- Problems, exercise, salt and Cholesterol.=====Our programs are varied - something for all,----- We have some fun,sing a TOPS song, -----And KOPS are there - we can't go wrong -----
They prove to us it can be done;-----WE CAN LOSE excess pounds, every one! Review of past year's accomplishments (optional) Give (or introduce the person who will) Outgoing Leader her past-Leader charm, have Past-Leader present charms to others of her officer/helper's group.

CEREMONY: Installing Officer calls Officers-to-be-installed to seats provided for them, and they are seated. Assistant comes to stand near Installing Officer Installing Officer asks Weight Recorder(s) to step forward, and says "Our Leader-elect has selected you To be our Weight Recorder(s), knowing that you will keep neat and accurate records of weekly weigh-ins, and submit them promptly with Chapter Resume at the end of the year. Your duties include weighing all members attending each week and recording weights on official Weight Charts, keeping weight records confidential, preparing weight statistics and reporting these to the members at appropriate intervals. Do you accept these responsibilities? (she responds. Then I.O picks up gavel with attached ribbons and hand it to Asst, then unpins red ribbon loops) I.O> "Red is the color of devotion, and devotion to your duties is of paramount importance to this Chapter. It is represented by this red ribbon. Take, then, this color as a symbol of this devotion. (Hands her the loose end of red ribbon, lets the ribbon folds be pulled thru her hands. (If carnations are to be given, give appropriate color at this point) Recorders are seated.) I.O calls Treasurer Elect to step forward and says " The members of this Chapter have elected you Treasurer, knowing that you will be careful and honest in handling our funds and financial records. The duties of this Office include collecting dues and all other monies due the Chapter. Paying bills and expenses, keeping accurate records, and giving financial reports at appropriate intervals. Do you accept these responsibilities? (she responds, and I.O. unpins loops of green ribbon) Green supplies the pleasing background for an array of other colors, and our finances and their custodian serve as background for many Chapter activities. It represented by this green ribbon. Take, then, this ribbon as a symbol. (hands ribbon as before; Treasurer is seated. I.O. calls up the Secretary-elect, and says: You have been elected Secretary of this Chapter with every confidence that you will carry out the duties of the Office effectively Duties include keeping the necessary records of meetings and activities, reading mail received to the members at meetings and carrying on any correspondence, and performing such related duties as may be required. Do you accept these responsibilities? (she responds. I.O. takes yellow ribbon) Yellow is the color of constancy, let this yellow ribbon remind you of your constant

duyt to keep conscientious and accurate records. (hands her ribbon, and she is seated) I.O. calls up Co-Leader, and says: Themembers of this Chapter have electd you to its second highest office, believing you will effectively carry out the duties, which include: Advising and assisting the Leader whenever and however you can, Assuming the position of Leader in her absence, and substituting for any other officer when the officer may be absent. Do you accept these responsibilities? (she responds, I.O.picks up blue ribbon) Blue denotes fidelity and trust; it is a cool color, symbolic of the soothing influence and helpful advice you must offer our Leader. Take, then, this blue ribbn, symbolic of your duties.(hands her ribbon, and she sits.) I,O, calls up the Leader-elect, and says: You ave been elected ny the members of this Chapter for the coming year. This is its highest office, and your election is the highest honor we can confer. We believe you will serve with credit and satisfaction to us and yourself.The duties of the office include Presiding at meetings of the Chapter and its Executive Board. Seeing that meetings begin promptly and that nhey are conducted with order, dignity, and consideration for the members, Making sure that the other officers and your appointees carry out the duties for which they were selected, and making such appointments and choosing such committees as are specified by by-laws or as occasion demands;' Do you accept these responsibilities? (She responds, and I.O. presents purple ribbpn as before (all officers are now holding the end of a ribbon with the other end still attached to the gavel). Leader is still standing) I.O. (holds up rolled By-laws, and saysTheRules of TOPS Club , inc, and the by-laws of this Chapter as well as the guides and manuals, are your guides, and you must become thoroughly familiar with them and see that they are carefully followed. (lay the roll back on table, take gavel from assistant, who takes her seat; holds up gavel, and says: The gavel is the symbol of your authority; use it wisely, but never hesitatento use it to promiote order during your meetings. CLOSE - whatever you like. I like an appropriate verse -especially the one from TOPS News titled "It's all in the guidebooks", followed by a TOPS Song
Cut ribbons from gavel.

GARDEN INSTALLATION OF OFFICERS

This was written by TOOTIE EBEL, NE#854, Fall City..

To create a great garden, there is much time, effort, love and planning involve. April is the time to concentrate on cleanup, planning and new starts. To have a successful garden, good top soil, fresh seeds, fertilizer and rain. Lets compare out TOPS organization to the soil. It is the starting point, from which many wonderful things will flourish. You will make new friends, The TOPS chapters will inspire and support you in your weight control plan. Seeds are available in all shapes, color and sizes. We TOPS and KOPS are diffen't also. Most of you wouldn't plant only 1 kind of flower or vegetable in you garden. Variety is necessary and desirable. Encourage member to share their talents. (pass out seed packages.) Plants can grow with out fertilizer, but will mature much faster and be more successful with it's use. TOPS offers to us, lesson material, the TOPS NEWS, the monograph, the exchange system and field staff to help our chapters flourish. Many of you will be recognized for your achievements at local, area and SRD and IRD. With out water, no plant can put down roots and continue to live. A good chapter needs regular attendance of all its' members, especially the successful loser, KOPS. They are needed to remind us that with a healthy diet and attitude, important goals can be achieved. Like water every member in necessary. Like a garden a great TOPS chapter takes a great gardener. We need officer's who care and are willing to be good gardeners. Part of the reward of gardening is try something new. During the coming year let's give

these officers the opportunity to bring fresh ideas to meetings. Support changes and encourage their endeavors.

On behalf 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 12 months. (Have officers come forward for recognition and charm)

Let us each enter into this installation with an appreciation of our own responsibility to bring success to our chapter during this new TOPS year. I will now present to officers for the coming year.

Will _____ and _____ please come forward? For you, as weight recorders, I have a SCALE. Balance the complaints you hear with positive suggestions. May you work wisely, showing good judgment and exercising the sensitivity necessary in your job.

Will _____ please come forward? For you, as treasurer, I give you a GARDEN FORK. May your treasury be as full of greens as the garden you tend, for you have to fork over some money frequently.

Will _____ please come forward? For you, as secretary, I have a TROWEL. May you record all chapter business accurately and be constant in keeping notes and minutes so that your chapter history will always be available to be remembered. If paper work is done in a timely fashion, you won't need this trowel to dig through it.

Will _____ please come forward? For you, as co-leader I have a SPADE. As co-leader you will be available all year to dig in to help your leader and will share the successful year of this chapter.

Will _____ please come forward? For you as leader I have GLOVES. With the variety in personalities of your members, you may be required to handle situations with a kid glove touch, but don't be afraid to take off the gloves to protect your chapter.

SPICE IT UP - "CHEF THEME" BEFORE MEETING:

Get 6 small plastic baggies and label: LEADER - MACE; CO-LEADER - CHIVES; TREASURER - MINT; SECRETARY - ROSEMARY; WT. RECORDER - SAGE; ASST. WT. RECORDER - SAGE. See if anyone has a little of these spices/ seasonings MACE, CHIVES, MINT, ROSEMARY, SAGE.

Maybe you won't have to buy them because you only need a little to put in each bag (just to be symbolic). Tie each baggie with a pretty ribbon. Can use specific colours if you wish....

SCENE:

Officers sit in chairs to the right of the installation table. A tall Candle of Continuity is placed in the center and 6 smaller candles, one for each officer, should be on the table.

TEXT OF COMMENTATOR (PERFORMING INSTALLATION):

On behalf of all the members of (CHAPTER), I extend our sincere thanks to our retiring officers. (NAME THEM..) They have served this chapter most faithfully during their term of office and their successors have high standards to live up to, but we're sure that they will do their very best, and that's all that can be asked of them. After all, this is all based on VOLUNTEER SPIRIT! Thanks again, to (NAME THEM AGAIN (Outgoing officers...)). Now, let us each enter into this installation with a keen appreciation of our responsibility to bring success to our chapter during this new TOPS Year. TOPS work is a partnership of sharing and caring. Your executive needs your cooperation and support. There may be differences of opinion as the year progresses, but if there is a mutual

confidence and honesty of purpose, our chapter will continue to grow and flourish. Most of us have many roles in life; membership in TOPS is one of these. Tonight we will look at the role of the "Chef" for our installation theme. A good recipe calls for certain ingredients, and they must be combined together in just the right way. This gives perfect results. There must be harmony in the seasonings, and a little garnish adds a lot, but it must not detract from the main ingredients. In our chapter, each member should contribute to the whole result according to her well-seasoned talents. May no member want to act simply as a "garnish" and assume a role that is only one of decoration. Each one must realize that only with a blending of efforts can we best serve, and no member should be overworked so as to oversee her creation. Before we conduct the formal installation, we will now present this year's executive of (CHAPTER).

Will (WEIGHT RECORDER - NAME) please come forward? For you, as weight recorder, we have sage. Sage is a very strong seasoning noted for its healing power. May you work wisely, showing good judgment and exercising a keen perception to aid your leader in keeping our chapter in good health. May you also exercise the sensitivity necessary in your most important role as weight recorder.

Will (ASST. WT. RECORDER - NAME) please come forward? For you, as assistant weight recorder, we also have sage. May you work wisely, showing good judgment and exercising a keen perception to aid your leader in keeping our chapter in good health. May you also exercise the sensitivity necessary in your most important role in assisting the weight recorder.

Will (TREASURER - NAME) please come forward? For you, as treasurer, we give you mint. May our treasury always be as green as the living plant and as rich as the flavour of mint?

Will (SECRETARY - NAME) please come forward? For you, as secretary, we have rosemary.

Rosemary is a symbol of remembrance and constancy. May you record all chapter business accurately and be constant in keeping notes and minutes so that your chapter history will always be available to be remembered.

Will (CO-LEADER - NAME) please come forward? For you, as co-leader, we have chives. Chives are an herb with a delicate onion flavour, enjoyed even by those who dislike onions. Chives are most productive in their growth. As co-leader, you will grow all year with your leader and will share in the delicate flavour that results with another successful year.

Will (LEADER - NAME), please come forward? For you, as leader, we have mace. Mace is not a common seasoning. Also it is not just a seasoning, for during the Middle Ages, a mace was a weapon or a club. Since that time, its definition has been redefined to mean a staff that is used as a symbol of authority. So you will use your authority "thymely" and "gingerly" and be "sage" in your judgments.-

FORMAL INSTALLATION CEREMONY:

Will (WT. RECORDER - NAME) please step forward? As Weight Recorder, you are responsible for weekly weigh-ins and maintaining all members' weight records. You must keep these records on all designated forms. You are also responsible for studying and following accurately all current TOPS Rules applying to weight records. (NAME), do you accept the responsibilities of this office? (She responds I DO.) (Hand her a candle.) I hereby install you as Weight Recorder of our chapter, (CHAPTER NAME). Please light your candle of continuity as a symbol of your continuing loyalty and service. (She remains standing at far right with her candle.)

Will (ASST. WT. RECORDER - NAME) please step forward? As Assistant Weight Recorder, you are responsible for assisting the Weight Recorder with weekly weigh-ins and maintaining all members' weight records. You shall also fulfill the duties of the Weight Recorder in her absence. (NAME), do you accept the responsibilities of this office? (She responds I DO.) (Hand her a candle.) I hereby install you as Assistant Weight Recorder of our chapter, (CHAPTER NAME).

Please light your candle of continuity as a symbol of your continuing loyalty and service. (She remains standing at far right with her candle.)

Will (TREASURER - NAME) please step forward. As Treasurer you shall have charge of all chapter receipts and disbursements, and be responsible for keeping complete and accurate books and do banking on behalf of the chapter. The Treasurer shall make reports as required at chapter meetings on the financial status of the chapter. The Treasurer shall promptly forward all membership and maintenance fees to the Coordinator. (NAME), do you accept the responsibilities of this office? (She answers, I DO.) (Hand her a candle.) I hereby install you as the Treasurer of our chapter (CHAPTER NAME). Please light your candle of continuity as a symbol of your continuing loyalty and service.

Will (SECRETARY - NAME) please step forward? As secretary, you will keep accurate minutes at every meeting, being specific on names, dates, motions, etc. You will prepare a clear and concise report of the meeting to be read at the following meeting. (NAME), do you accept the responsibilities of this office? (She answers, I DO.) (Hand her a candle.) I hereby install you as Secretary of our chapter (CHAPTER NAME). Please light your candle of continuity as a symbol of your continuing loyalty and service.

Will (CO-LEADER - NAME) please step forward? As Co-Leader you will assist the leader in the execution of her duties. You will help her with ideas and assist in carrying out chapter plans. You shall preside at all meetings in the absence of the Leader and shall succeed to the office of Leader in the permanent absence of the Leader. You shall also temporarily assume the duties of the secretary in her absence. (NAME), do you accept the responsibilities of this office? (She answers, I DO.) (Hand her a candle.) I hereby install you as the Co-Leader of (CHAPTER NAME). Please light your candle of continuity as a symbol of your continuing loyalty and service.

(LEADER - NAME), please step forward.

As a good leader, you determine the wishes of the majority and disregard any conflicting personal preference in order to carry through the wishes of the majority while adhering to the goals and philosophies of TOPS Club Inc. You must be punctual and start meetings promptly. You must not waste time. You must strive to have each member participate, and guide the meeting away from senseless discussions. You must bring aimless discussion back to the purpose of the meeting and develop the idea that will be helpful and an inspiration to all. You must be enthusiastic about TOPS and your leadership. You must never allow yourself to be listless, indifferent or preoccupied during the meeting, as all are influenced by your attitude. You must make thorough preparations for meetings. Always have the chapter in mind as you prepare, considering their interests and needs and promote variety as much as possible in order to avoid boredom. As leader, you should not be absent unless it is absolutely unavoidable. If you are to be absent, you must arrange to have the co-leader substitute for you. You must insist on well-kept weight records and be knowledgeable about rates of progress. Your members will strive to do well when you are aware of their efforts and are interested enough to take note. Conversely, you must be able to quietly and privately help those in difficulty. (NAME), do you accept the responsibilities of this office? (She answers, I DO.) Please light your candle of continuity as a symbol of your continuing loyalty and service. I hereby install you as leader of TOPS (CHAPTER NAME).

NEW LEADER NOW SAYS:

We have all lit our candles of continuity and have been duly installed as officers. Could you please repeat the following pledge with me: (NEW EXECUTIVE OFFICERS REPEAT WITH LEADER...) I pledge myself as an officer of TOPS (CHAPTER NAME). I will perform responsibly the duties of my position. I will be true to TOPS, obey all TOPS rules and help myself and my fellow members toward our common goal. I will work in unity and common concern with my fellow officers and

members. I will do my best to encourage good will in this chapter and advance its worthy work. Will all members please stand?(Turn out the lights.) We are proud to be your new Chapter Executive.

We need your complete understanding and co-operation during the year ahead and we have a right to expect your assistance in the work we are undertaking. Do you promise to give us your understanding, cooperation, respect and assistance?

(Chapter members respond: WE DO.)

THANK YOU....(Have Executive extinguish candles first and turn lights back on.)

Now could we all please sing the TOPS Enthusiasm Song

Hand in Hand

Contribution from: Mapiatt@aol.com (Marsha)

(Using Elton John's "Friends" is a nice musical accompaniment to this installment.

A small token of appreciation could include a hand-shaped ring holder, costume ring or hand creams, a manicure item for each office, etc. Decorating an installation table with cutout hands made, decorated and signed by each member is a fun way to carry through the theme. Have a TOPS emery board for all members.

Start:

I remember the day I stepped across the threshold into my very first TOPS meeting. I have finally faced the fact that I needed a helping hand! I needed some extra support, lots of understanding and caring as I attempted to change old eating and exercise habits.

Do you remember being greeted with warm, smiling, friendly folks who welcomed you into a very special family? With such backing, we know we will keep trying until we succeed. How very lucky we are to have our KOPS holding out their hands to beckon us into their inner circle. They encourage us to reach goal, join with them and begin the task of maintain all the changes we have made. As more of us join hands with our KOPS, we will encircle our fellow members in a ring of hope. Firmly, gently and steadily our officers reach out to each of us to take our hands and guide us along our way. They hold us united at our weekly meetings, inspire, encourage and rejoice with us while leading the applause for each honor we earn.

Will the Weight Recorder please come forward? You are the chapter's thumb. You grasp the purpose for coming together each week and praise progress while encourage those who are struggling.

_____ (name) The weight recorder records each member's weigh-in on official forms as well as maintains and files on time all necessary weigh records. The weight recorder studies and follows all current TOPS and KOPS rules applying to weight recording. If you accept these duties, answer "I do". Having so affirmed, accept this token of the office of the chapter Weight Recorder of TOPS# _____.

Will the Treasure please come forward? Your task is represented by the chapter's ring finger, handling its assets carefully and assuring full recognition for all. _____ (name)

The Treasurer handles all money received and disbursed, gives reports whenever requested at regular meetings on chapter finances and promptly forwards all memberships, maintenance fees and other transactions to the coordinator. If you accept these duties, answer "I do". Having so affirmed, accept this token of the office of chapter Treasurer of TOPS

_____.

Will the Secretary please come forward? You are the chapter's "pinkie". Quietly noting all concerns and steadying the hand as it grasps new challenges. _____ (name) The

secretary keeps accurate minutes at each meeting - - specifying names, dates, motions, and contest rules as needed. If asked by leader, secretary reads all official communications and tends to all correspondence. If you accept these duties answer "I do". Having so affirmed, accept this token of the office of chapter Secretary of

TOPS# _____.

Will the co-leader Please come forward? You are the chapter's middle finger, positioned to take over any office vacancy when needed with confidence and enthusiasm.

_____ (name) The co-leader helps the leader serve the chapter, presides at chapter meetings in leader's absence and fills the office if permanently vacated. Co-Leader also fills any other office temporarily until the officer returns or a permanent replacement is elected or appointed. If you accept these duties, answer "I do." Having so affirmed, accept this token of the office of chapter Co-leader of TOPS # _____.

Will the Leader please come forward? You are the chapter's index finger, pointing the way, insisting that we be united in our commitment, acting as one to help all.

_____ (name) Keeping in mind the goals and philosophies of TOPS Club, Inc., the leader determines and carries out the wishes of the majority of the chapter. The Leader disregards personal preference, is well prepared, starts meetings on time, seeks member participation, guides topic discussion and enthusiastically develops helpful, inspiring topics. The leader works with all officers and reviews the chapter's progress regularly. The leader notes individual progress and talks with those having difficulty in private offering extra encouragement. If you accept these duties, answer "I do". Having so affirmed, accepted this token of the office of chapter leader of TOPS # _____.

Our officers form a strong hand to nestle us securely in the palm. Let's all stand, joining hands with each other, hand in hand, start out fresh today. Fellow members, if you are willing to dedicate yourselves to help your officers in the coming year, stand and say, "I do" and put your hands together in praise and dedication to all.

TOPS# _____ Together you can!

You take my hand and I'll take yours,
And we'll start out today,
For a helping hand is what we need
To guide us along the way.
The way to goal is a lonely road
We need someone to care.
Reach out, my friend, and take my hand,
And then we're almost there.

Lighthouse Installation

(Debbie Boone's "You Light Up My Life" can be used as a nice musical accompaniment to this installation. Words to this song follows.)

A small token of appreciation could include a flashlight for each officer, lighthouse magnets, etc. Decorating an installation table with nautical items and a large lantern is a fun way to carry through the theme. Have bottled water for all members.

Just when we think we have almost reached our final destination and the shore is in sight, we become aware of the many dangers yet to be navigated. Hiding reefs, shallow waters, rip tides and rocky shores-all threaten to cut short the fulfillment of a long, arduous journey.

At this moment, a sailor fully appreciates the beacon of light that warms him of the many obstacles that still lie in his path as he seeks to drop anchor in safe harbor. How very lucky we are to have TOPS strong light that has helped us find our way for over 50 years!

Through the years, many more lights have been added to insure a safe journey. Among them are all the KOPS who join the Circle of Light. Constant and steady are the brilliant torches of our officers. They guide us to our weekly meetings, they enthuse, motivate and educate us while making certain we receive full honors for braving the rough waters of weight loss.

(The Weight Recorder and Assistant Weight Recorder can be installed at the same time if you'd like)

Will ----- and ----- please come forward?

You are the chapter's anchors.

(Duties of Weight Recorders)

The Weight Recorder and Assistant Weight Recorder keeps track of each member's weigh-in on official forms. They also maintain and file on time all necessary weight records. The Weight Recorder studies and follows all current TOPS and KOPS Rules applying to weight recording.

"If you accept these duties, please answer 'I do.'"

Having so affirmed, accept these lights as tokens of the office of chapter

Weight Recorder of TOPS #-----, -----.

"Will ----- please come forward? As Treasurer, you are the chapter's lifeboat."

(Duties of Treasurer)

The Treasurer handles all money received and disbursed, gives reports whenever requested at regular meetings on chapter finances and promptly forwards all memberships, maintenance fees and other transactions to Coordinator.

-----, as Treasurer do you accept these duties? If so, answer "I do."

Having so affirmed, accept this light as token of the office of chapter Treasurer of TOPS #-----, -----.

"Will ----- please come forward? As the Secretary, you are the chapter's Map.

(Duties of the Secretary)

The Secretary keeps accurate minutes of each meeting-specifying names, dates, motions and contest rules as needed. If asked by the leader, the Secretary reads all official communications and tends to all correspondence.

"If you accept these duties, please answer 'I do.'"

Having so affirmed, accept this light as token of the office of chapter Secretary.

"Will ----- please come forward? As Co-Leader, you are the chapter's Main Sail.

(Duties of Co-Leader)

The Co-Leader helps the leader serve the chapter, presides at chapter meetings in leader's absence and fills the office if permanently vacated. The Co-Leader also fills any other office temporarily until the officer returns or a permanent replacement is elected or appointed.

-----, if you accept these duties, answer "I do." Having so affirmed, accept this light as token of the office of chapter Co-Leader.

Will ----- please step forward?

As Leader, you are the ship's wheel and rudder.

(Duties of Leader)

Keeping in mind the goals and philosophies of TOPS Club, Inc., the Leader determines and carries out the wishes of the majority of the chapter. The Leader disregards personal preferences, is well prepared, starts meetings on time, seeks member participation, guides topic discussion and enthusiastically develops helpful, inspiring topics. The Leader works with all officers and reviews the chapter's progress regularly. The Leader notes individual progress and talks with those having difficulty in private, offering extra encouragement.

"If you accept these duties, answer 'I do.'"

Having so affirmed, accept this light as token of the officer of chapter Leader.

The time has come for all hands to muster on deck. Fellow members, if you are willing to dedicate yourselves to help your officers steer this chapter to safe harbor in the coming year, stand and say "I do."

(You may play the song "You Light Up My Life" if desired. A toast of bottled water would be fun to offer at the conclusion of the installation.)

TOPS Lights Up My Life

So many nights I sit by my window

Waiting for someone to help me lose!

So many dreams I've kept deep inside me,

Alone in the dark, but then TOPS came along!

Chorus: And TOPS lights up my life, TOPS gives me hope to carry on, TOPS lights up my days, and fills my nights with song! It can't be wrong, when I look so right, Cause TOPS, you light up my life!

Rollin' at sea, adrift on the waters,

Could it finally be-I'm starting to lose!

Finally a chance to say "hey!! I've lost weight"

Never again to be over goal!!

Chorus: