The example below is for a 4-H club to use in planning club officer installation. Your 4-H club may modify this ceremony to fit its needs. Other examples of club officer duties are in The 4-H Club Officer's Book (WISCONSIN 4-H 801).

New officers stand to the right of the table and retiring officers stand to the left as noted below.

Table

American Flag

Retiring Officers
- Reporter
- Treasurer
- Secretary
- Vice-President
- President

4-H Organizational Leader

New Officers
- Reporter
- Treasurer
- Secretary
- Vice-President
- President

Audience

RETIRING PRESIDENT SAYS: As presiding officer for the 4-H club, I present you with the gavel. You will have the responsibility to conduct the business meeting, maintain good order in the club, and do your best to be fair and objective in your duties.

You will work closely with the 4-H organizational leader in preparing for the business agenda, provide club members with a chance to be heard, and try to have everyone participate in activities.

PRESIDENT TAKES GAVEL AND SAYS: I shall perform my duties to the best of my ability and work closely with my 4-H leader on the agenda for meetings. I will further carry out the duties as stated in The 4-H Club Officer's book.

RETIRING VICE-PRESIDENT SAYS: As vice-president you will become familiar with the duties of the president and will take over in event the president is absent. You will also, from time to time, introduce guest speakers, be on the program planning committee, and serve as parliamentarian.
VICE-PRESIDENT SAYS: As the new vice-president, I shall perform my duties as stated in The 4-H Club Officer's book and be willing to conduct the club meeting in the event of the absence of the president.

RETIRING SECRETARY SAYS: I give you this 4-H secretary book to keep accurate record of attendance and the minutes of the club meetings. You shall also introduce new club members and club leaders to the club. You shall also carry out the secretary's duties as stated in The 4-H Club Officer's book.

SECRETARY SAYS: I accept the secretary's book and shall abide by the rules of this office and do my best to fulfill the job.

RETIRING TREASURER SAYS: I entrust in you the club checkbook for safe keeping. You shall keep accurate records of income and disbursements, report on the account at each club meeting, and, if club has dues, you will collect club dues either monthly or at one time per year.

TREASURER SAYS: I will keep club account accurate at all times and make sure to deposit money as soon as possible in the account and carry out my duties as stated in The 4-H Club Officer's book.

RETIRING REPORTER SAYS: As the new club reporter of the _______ 4-H club, you shall be responsible to write interesting accounts of 4-H club activities, including members and parents names who help with the activity, and report new members and leaders. The news release will be put into the local newspaper within two weeks after the 4-H club meeting or activity.

REPORTER SAYS: As the new club reporter for the _______ 4-H club, I shall carry out my duties as best as possible. I will strive to write good news releases and if possible have pictures at times of club activities.

ORGANIZATIONAL LEADER SAYS: As club officers you have been chosen to guide and direct the ____________ 4-H club. I know that you will live up to the trust put in you by our 4-H members. We will work closely together to conduct interesting, accurate, and responsible meetings.

Now let's all give a nice hand to the outgoing and incoming club officers!