

INSTALLATION FORMAT – LONG FORM

1. Line up in rear of room behind District Legion Officers to be escorted into room by Sgt-at-Arms
2. Sit in assigned seating if available
3. Be escorted to podium when so ordered by District Commander
4. “I thank you Commander _____.” Ask Auxiliary Sgt-at-Arms to escort District Commander to the seat of his choice
5. Rap gavel 3 times for all to rise.
6. “Thank you Sgt-at-Arms.”
7. After Commander seated, rap gavel 1 time for all to sit.
8. Ask Auxiliary Sgt-at-Arms to escort District Auxiliary staff to their places. (Parliamentarian seats to the immediate left of the President, then District Secretary. Chaplain seats to the immediate right of the President with other officers to her right.)
9. “On behalf of the 12th District Staff I would like to express our sincere appreciation for your gracious welcome and hospitality. It is an honor to be here today to install the new officers for the upcoming administrative year in the American Legion Auxiliary. I look forward to working with and for each of you to make this a fun and successful year. Our Department President, _____ theme this year is
“_____”. Our icon for this year is
“_____.”
10. Introduce District staff or have the Sgt-at-Arms do so

11. Ask Secretary to introduce Auxiliary dignitaries.
12. “Thank you Madam Secretary. Sgt-at-Arms you will call the roll call of the officers-elect of this Unit and have them appear before me”.
13. Sgt-at-Arms states “Madam Installing Officer, I present to you the officers-elect of this Unit”.
14. When officers-elect are standing before you, “You have been chosen to fill the various offices of this Unit. You will familiarize yourself with the duties of your respective offices as given in the Unit Guide Book. Always remember that the welfare and success of this Unit depend upon you. Therefore, I would remind you of the obligation which every American Legion Auxiliary member assumes, the obligation of preserving the integrity of the American Legion and the American Legion Auxiliary, contributing to the aims and purposes of our organization, the ideals of Justice, Freedom, Democracy and Loyalty. You will now raise your hand and repeat after me: “I promise to perform faithfully all the duties of the office I am about to assume: and I further pledge that I am not a member of and do not subscribe to the principles of any group opposed to our form of government.”
15. You may lower your hands.

CHARGES (Optional) (If a pin is to be placed on lapel, have the District Sgt-at-Arms escort the appropriate officer elect to the podium for charges to be read and pin placed on lapel. When finished, have Sgt-at-Arms escort newly pinned officer back to line in front of District President.)

Sergeant at arms, you are responsible for order at all Unit meetings; for the advancement and retirement of the colors and for their proper care; for courtesies to guests and such other duties as may be assigned to you; for regular attendance at meetings and cooperation with the President.

Chaplain, you are the spiritual leader of this Unit. Your words and actions will represent our founding principles of service to God and country. You will be responsible for the observance of all religious ceremonies. It is

expected that you will so dignify your office that all fellow members will follow your example.

Historian, you are responsible for the compiling and preserving of the records of this Unit. The lamp of recorded experience will do much to guide the footsteps of those who follow.

Treasurer, your office is one of trust. You are responsible for this year's budget and for payment of all authorized obligations. Guard well your trust!

Secretary, your duties are those of administrative and the promptness and discretion with which you meet your responsibilities will contribute to the success of this Unit.

2nd VP, into your helpful hands is placed the responsibility of assisting the Vice President and President in all their duties. You will always be alert to apply the teachings of freedom to the proceedings of this Unit.

VP, to you is given the active cooperation with the President for the development of the Unit program. In the absence of the President, you will be prepared to assume the duties of her office. Your office carries with it the teachings of Justice. Always remember that Justice is the guiding Star of Life.

President, great trust has been placed in you by your election to the highest office within this Unit. And as you assume the duties of the President of Unit _____ of the American Legion Auxiliary, I charge you to carry constantly in your mind the obligation which is yours, that of upholding the four great principles expressed in the Preamble to the Constitution: Justice, Freedom, Democracy and Loyalty.

Executive Committee Members-at-Large, you with the other members of the Executive Committee have been entrusted with the responsibility to manage and govern this Unit between meetings at the call of the President. All action shall be approved by the Unit membership. Use this trust wisely."

16. Request the new officers and Executive Committee-at-large to turn and face the audience. 3 Raps of the gavel for members to stand.

“I congratulate this Unit upon the officers you have chosen. I have charged them with a serious responsibility and in turn, I charge you likewise. Will every member of this Unit please raise her right hand and repeat after me?

‘I solemnly promise to renew my pledge of service to the American Legion Auxiliary and to give wholehearted support to these Unit Officers.’”

17. **District Chaplain** will offer prayer.

“Father of our Faiths, we seek Your presence at this installation of our newly elected officers. May we ask Your blessing on them and Your guidance during the coming year. Make them aware of their responsibilities, both to You and to our country. Create in them a desire to foster the ideals of Justice, Freedom, Democracy and Loyalty so that the American Legion Auxiliary may accomplish its share of building toward a better world. This we ask in Your name. Amen”

18. One rap of gavel to seat members.

19. “Will the Sgt-at-arms please escort the President and Past President to the podium and the other officers to their seats?

20. Past President you have come to the close of your administration. You have been loyal to this Unit and led it courageously. As you retire from this office, be assured that you take with you the respect and appreciation of the members. **(If pin provided)** - I pin over your heart, the insignia of Past President. May you always wear it with pride and happy memories of your service as Unit President. Or if no pin “May you always remember your service as Unit President with pride and have happy memories.”

21. Ask if she would like to say a few words and retrieve the gavel from her if available.

22. To you, as the new President of Unit _____ Department of Florida, I present to you this gavel, your symbol of authority. May you use it with discretion in the best interests of this Unit. I remind you that great trust has been reposed in you by your election (or re-election) to the highest office this Unit can bestow. You are entrusted with the supervision of the duties of all

the officers and are responsible for the success of this year's programs. I charge you to carry constantly in your mind the obligation which is yours, that of upholding the four great principles expressed in the Preamble to the Constitution: Justice, Freedom, Democracy, and Loyalty.

23. Give to outgoing President. "I would like to present to you the awards (or gift) that were achieved by your Unit under your direction and guidance."
24. Ask the Sgt-at-arms to escort the Unit President or Presidents to the seats of their choice.
25. Have District Secretary make any announcements
26. Ask the Sgt-at-arms to escort the District Officers to their seats.
27. "This concludes our installation on behalf of the 12th District Staff and myself, we again thank you for your warm hospitality. We are here to assist and support you and hope this is a great year. Please do not hesitate to call any of the officers or chairmen if we can be of help."
28. Ask the Sgt-at-Arms to escort the District Commander to the podium.
Rap gavel 3 times.
29. When the Commander reaches the podium, Rap gavel 1 time.
30. "I now turn the podium back to the 12th District Commander _____ for the purpose of installing the officers of this Post."