

INSTALLATION – VERY SHORT FORM

1. Line up in rear of room 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 Unit President
4. Ask Auxiliary Sgt-at-Arms to escort Unit President to the seat of her choice
5. Ask Auxiliary Sgt-at-Arms to escort District staff to front.
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.
6. 3 raps of gavel for all to stand
7. Ask Chaplain for opening prayer
8. Ask Sgt-at-Arms for lead us in the Pledge of Allegiance.
9. One rap of gavel for all to sit
10. Introduce District staff
11. Introduce Auxiliary dignitaries

12. "Sgt-at-Arms you will call the roll call of the officers-elect of this Unit".
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." "You may lower your hands."
15. 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."

16. **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”
17. One rap of gavel to seat members.
18. “Will the Sgt-at-Arms please escort the President and Past President to the podium and the other officers to their seats?”
19. 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.”
20. Ask if she would like to say a few words and retrieve the gavel from her if available.
21. 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.”

22. Ask the Sgt-at-Arms to escort the Unit President or Presidents to the seats of their choice.
23. Have District Secretary make any announcements
24. Ask the Sgt-at-Arms to escort the District Officers to their seats.
25. Ask the Sgt-at-Arms to escort the Unit President to the podium.
26. Unit President will ask Unit Sgt-at-Arms to escort installing officer to seat of her choice.
27. Unit President will adjourn.