



Ceremonies and Services

The procedures for ceremonies which follow are given only as suggestions and guidelines. Appropriate additions and omissions in the ceremonies can and should be made to conform to local structures. While many chapters are established with the assistance of an installation team from a nearby FBLA chapter, such a procedure is not required. However, a visiting installation team does contribute to the occasion and should be encouraged when possible. Special guests, the chapter advisory board, and school officials are often invited to attend ceremonies.

Ceremony Settings

In general, the following setting is recommended for the Chapter Installation Ceremony and the Induction of New Members Ceremony; individual tables for the four speakers representing the written words--Future, Business, Leaders, and America; and one long rectangular table for the president, adviser, or installation official.

Many chapters have impressive candlelight ceremonies. Candles lend a soft light to the setting as well as provide a method of sealing the pledges. Chapters are encouraged to use candles of various colors to represent certain offices as specified in some of the ceremonies. The candle on the table of the installing official should be the tallest candle used.

Background music adds a distinct quality to the effectiveness of the ceremony. Appropriate music may be used throughout the entire ceremony or during certain parts of the program, such as during the reading of the Creed or at the end of the ceremony.

In more formal ceremonies, the officers and members may, if so desired, be attired in robes such as choir or graduation robes. Otherwise, appropriate business attire is recommended.

At the conclusion of the ceremonies, members may be presented with membership cards and pins and keys if they have been purchased.

The following copy of the Creed has been marked for reading by phrases for use during ceremonies: believe education is the right of every person.

- I believe the future / depends on mutual understanding and cooperation / among business, industry, labor, / religious, family and educational institutions, / as well as people around the world. / I agree to do my utmost / to bring about understanding and cooperation / among all of these groups.
- I believe every person / should prepare for a useful occupation / in a manner that brings / the greatest good to the greatest number.
- I believe every person / should actively work toward improving / social, political, community and family life.
- I believe every person / has the right to earn a living / at a useful occupation / and that this right should not be denied / because of race, color, creed, sex or handicap.
- I believe every person / should take responsibility / for carrying out assigned tasks / in a manner that brings credit to self, / associates, school, and community.
- I believe I have the responsibility / to work efficiently and to think clearly. / I promise to use my abilities / to make the world a better place for everyone

Chapter Installation

This ceremony should take place before a large group such as a school assembly, group of business students, or a special meeting to which parents and business people are invited. Seat the installation team on a stage or a raised platform.

Materials needed (may substitute colored ribbons or flowers):

- Tall candle
- Candles: white, gray, green, violet, blue, yellow, orange, and red
- Official charter
- Names of charter members

Installing Official: *(standing)* FBLA is a national organization for business students who are preparing for careers in business or business education. I have been authorized to conduct the installation of (school name), into the national chapter of Future Business Leaders of America, Inc.

FBLA is designed to promote future business leaders. It is fitting, as we begin this new chapter, that we consider what these words mean to our organization.

Future: Our daily educational experiences and our involvement in leadership activities prepare us for the future—a time to accept challenges. In FBLA, we will find the tools to prepare for the future. We will profit from the experiences of others, those who have preceded us, as well as our teachers and others with whom we associate. Our studies and activities will help us meet changing conditions and further our understanding of the world's varied economic systems.

Business: We realize the importance of education and training in business methods and procedures. We appreciate the roles of business and education in our daily lives.

Leaders: The future of our country depends on the quality of leadership. Leadership implies honor, foresight, tact, competence, dependability, discretion, and integrity. A leader must listen, withstand criticism, and be flexible. A leader accepts failure in stride but is willing to profit from it. As members of FBLA, it is our duty to prepare for the enormous responsibility of business leadership in the years ahead.

America: If America is to remain a world leader, intelligent young men and women are needed to guide our country by studying America's past and analyzing her present. The initiative and success of leaders in business will help shape the future of America. Through FBLA, we will strive for leadership in the field of business, thereby helping to strengthen America.

(At this point in the ceremony, it may be helpful to provide a brief history of FBLA.)

Our organization has a definite and worthwhile list of goals. I should like to ask *(name of assistant installing officer or member of installation team)* to read these goals.

Installing Official: Will the new officers of the (school) chapter of FBLA please rise and remain standing as I announce each officer. *(Installing officer calls name and title of each officer.)*

You have been chosen from among the members at (name of school) as officers for the coming year. You have been selected because your members have faith in your ability and confidence that you will fulfill the duties of your office. I challenge you to accept the responsibility that has been given to you.

Please raise your right hand and repeat after me. *I, as an officer of the (school) chapter of FBLA do solemnly promise that I will fulfill the responsibilities of my office to the best of my ability, and that I shall carry them*

out in accordance with the bylaws of FBLA, Inc.

(While lighting the tall candle) By lighting this candle, I seal the vow you have taken and vest in you the authority of your office.

(Speaking to all members) You have heard the vows that these officers of your chapter have taken. In your presence, I now declare them officially installed as officers of the (school) chapter of FBLA for the year 20__.

(Speaking to officers and members, and particularly to chapter president) By authority of FBLA, Inc., I am pleased to present you with the official charter of your chapter. *(Reads the charter.)* By virtue of this charter, this chapter now becomes a part of the national organization. You now have the privilege and the responsibility of operating under the name Future Business Leaders of America, and as a part of the state chapter and the national organization. The responsibility of making the (school) chapter a success rests with its members and officers.

Installing Official: The FBLA chapter president, (name of president), will give the oath of membership to the charter members of the chapter. *(Chapter officers turn and face audience.)*

Chapter President: The secretary will now read the names of the charter members of (school) chapter of FBLA. As the names are read, the members will please rise and remain standing until all members have been presented.

Chapter Secretary: *(Reads slowly the name of each charter member. Charter members stand as their names are called and remain standing until the oath has been administered.)*

Chapter President: Each of you, please raise your right hand and repeat the oath of membership in unison after me. *I do solemnly promise to uphold the aims and responsibilities of FBLA and, as an active charter member, I shall strive to develop the qualities necessary to become a leader in business and in the community in which I live.*

As president of the (school) chapter of FBLA, I declare you duly inducted as charter members.

Installing Official: (Name of assistant installing official or member of installation team) will lead members in reciting in unison the FBLA Creed.

Officer Installation

Installing Official: Will the newly elected (or selected) officers of the (school) chapter of FBLA please come forward as I announce your office. (*Installing official lights white candle.*) Lighting the tallest candle symbolizes the chapter in its entirety with all its members working together. With this symbol we shall charge each officer to do the job for which he/she has been s/elected.

(Name of parliamentarian), parliamentarian. (*Parliamentarian comes forward.*) You have been named parliamentarian of the (school) chapter of FBLA. As parliamentarian, it will be your responsibility to monitor all formal chapter meetings so that they are conducted within the framework of parliamentary procedure. Through your efforts, the chapter meetings will be conducted in an orderly fashion, resulting in the efficient disposition of business. Do you accept this responsibility?

Parliamentarian: I do.

Installing Official: I now declare you in the name of FBLA, the parliamentarian (*gray candle is lit by white candle*). This gray candle symbolizes the achievements possible when chapter meetings are conducted in an orderly fashion.

(Name of historian), historian. (*Historian comes forward.*) You have been s/elected historian of the (school) chapter of FBLA. As historian, it will be your responsibility to maintain records of the chapter, including a report of activities, awards, and publicity. Through your efforts, people see the progress and activities of your chapter. Do you accept this responsibility?

Historian: I do.

Installing Official: I now declare you in the name of FBLA, the historian (*green candle is lit by white candle*). This green candle symbolizes the satisfaction that can be derived from preserving the past and recording the present, while preparing for the future.

(Name of reporter), reporter. (*Reporter comes forward.*) You have been s/elected reporter of the (school) chapter of FBLA. As reporter, your job will be to report meetings and other newsworthy activities of the chapter through the proper channels. Do you accept this responsibility?

Reporter: I do.

Installing Official: I now declare you in the name of FBLA, the reporter. (*Reporter selects violet candle from table, and installing official lights it with white candle.*) This violet candle symbolizes the inspiration and enlightenment that can be brought by reporting the activities of the FBLA chapter of (school).

(Name of treasurer), treasurer. (*Treasurer comes forward.*) You have been s/elected treasurer of the (school) chapter of FBLA. In electing you to this office, the members have shown their faith in your business ability and your honesty. Do you promise to keep accurate records of all money received and spent and to present orderly reports upon proper requests?

Treasurer: I do.

Installing Official: I now declare you in the name of FBLA, the treasurer. (*Treasurer selects blue candle from the table and installing official lights it with white candle.*) This lighted blue candle symbolizes the trust and confidence that the members have in your ability to safeguard all funds.

(Name of secretary), secretary. (*Secretary comes forward.*) You have been s/elected secretary of the (school)

chapter of FBLA. Accepting this office obligates you to be present and keep a record of what takes place at every meeting. Do you accept this responsibility?

Secretary: I do.

Installing Official: I now declare you in the name of FBLA, the secretary. *(Secretary selects yellow candle from table, and installing official lights it with white candle.)* This yellow candle symbolizes constancy in attendance and in keeping members informed of the chapter's progress.

(Name of vice president), vice president. *(Vice president comes forward.)* You have been s/elected vice president of the (school) chapter of FBLA. Your duty will be to assume the responsibilities in the absence of the president. Will you strive to carry out the duties of this office?

Vice President: I do.

Installing Official: I now declare you in the name of FBLA, the vice president. *(Vice president selects orange candle from table and installing official lights it with the white candle.)* This orange candle is the symbol of the harmony and faithfulness that should characterize your efforts in working with the president to carry out the ideals of the chapter.

(Name of president), president. *(President comes forward.)* The members of the (school) chapter of FBLA have bestowed upon you a great honor in electing you the president. Your major responsibilities are to lead and encourage this chapter in all its activities. It is your duty to preside at all meetings and see that they are conducted in accordance with the constitution and correct principles of parliamentary practice. Do you accept this responsibility?

President: I do.

Installing Official: I now declare you in the name of FBLA, the president. *(President takes red candle from the table and installing official lights it with the white candle.)* This red candle is the symbol of your duties and obligations to the chapter and its members.

(Addressing members of the chapter.) In your presence, I now declare them officially installed as officers of the (school) Chapter of FBLA for the coming year. *(Candles are blown out.)* You may be seated.

(The newly elected president is called forward, and with a few appropriate remarks, the installing official presents the gavel to the new president who closes the meeting.)

New Member Induction

Guide: Mr. or Ms. President, these candidates have expressed a desire and meet the requirements to become members of the (name) chapter of FBLA.

President: *(to the candidates)* We accept you as candidates for membership in the (name) chapter of FBLA. Before you become members, however, let us consider the meaning of the words in the name of our organization.

Future: Our daily educational experiences and our involvement in leadership activities prepare us for the future—a time to accept challenges.

In FBLA, we will find the tools to prepare for the future. We will profit from the experiences of others, those who have preceded us, as well as our teachers and others with whom we associate. Our studies and activities will help us meet changing conditions and further our understanding of the world's varied economic systems.

Business: We realize the importance of education and training in business methods and procedures. We appreciate the roles of business and education in our daily lives.

Leaders: The future of our country depends on the quality of leadership. Leadership implies honor, foresight, tact, competence, dependability, discretion, and integrity. A leader must listen, withstand criticism and be flexible. A leader accepts failure in stride but is willing to profit from it. As members of FBLA, it is our duty to prepare for the enormous responsibility of business leadership in the years ahead.

America: If America is to remain a world leader, intelligent young men and women are needed to guide our country by studying America's past and analyzing her present. The initiative and success of leaders in business will help shape the future of America. Through FBLA, we will strive for leadership in the field of business, thereby helping to strengthen America.

President: You have just heard the meaning of the letters used in our title. We are a national organization for business students who are preparing for careers in business and business education.

FBLA is based on a definite set of goals, including development of competent, aggressive business leadership; creation of more interest and understanding of American business enterprise; and participation in worthy undertakings for the improvement of business and citizenship.

As you accept and strive to achieve these goals you will gain the greatest benefit possible from your membership in this chapter. Welcome to the (school) chapter of FBLA, Inc. You are now officially accepted as members in good standing, entitled to your full rights and responsibilities.

New Member Installation Ceremony

Methods of Presentation

- Many chapters make a large emblem on construction or tag board. They then cut out the different pieces and affix them to the tag board with Velcro or tape.
- Another option is to create a PowerPoint presentation of the FBLA Crest Ceremony

As an officer speaks about each part, they place the “puzzle” of the crest. Once the ceremony is done – you will have a completed crest!



Script

Chapter President: *(Raps the gavel once for the group to come to order)*

Welcome to the Induction Ceremony for Future Business Leaders of America (FBLA).

FBLA’s mission is to inspire and prepare students to become community-minded business leaders in a global society through relevant career preparation and leadership experience.

I would like to start by introducing each of our local chapter officers. *(Have each officer stand as the Chapter President introduces each officer by name and title).*

Thank you, officers.

Would our chapter secretary please bring those members who would like to join our chapter forward?

Chapter Secretary: *(Guides New Members to the front of the room as a group)* Mr. or Madam President: These candidates have expressed a desire to become members of the *(name)* chapter of Future Business Leaders of America (FBLA).

Chapter President (to the candidates). We accept you as candidates for membership in the *(name)* chapter of Future Business Leaders of America. Before you become members, however, let us consider the three parts of our brand known as the delta.

(Reporter Displays Delta below)



The Delta represents:

- FBLA's commitment to the ideals of service, education, and progress.
- FBLA's three divisions: Middle School, High School, and Collegiate.
- The change and progress our student members experience as part of FBLA.
- The importance of each piece of the whole coming together to achieve success.

Let's take a closer look at the three words on our crest, starting with service.

Chapter Vice President:

The word "service" denotes the idea that every individual should be interested in a take responsibility for promoting better social, political, and family life.

The "SERVICE" element of the crest is displayed by the Chapter Reporter.

Community Service activities help the chapter get involved using our business leadership skills to contribute directly to the school and community.

Members recognize the importance of being responsible citizens and form networks with business and community leaders.

They also gain the experience of managing a project outside of the classroom environment.

Our FBLA national service project is the March of Dimes. We have had a successful partnership for more than 45 years. During that time, our members have raised over \$15 million dollars.

Chapter Treasurer:

The word "education" is symbolic of the idea that education is the right of every individual.

The "EDUCATION" element of the crest is displayed by the Chapter Reporter.

Education activities increase a members' knowledge of various business careers, providing valuable career orientation and goal setting opportunities. Guest speakers, panel discussions, and business-related presentations are used as instructional tools in chapter meetings and activities. Field trips and business tours demonstrate first-hand what has been discussed in the classroom or at a meeting. Many chapters develop special events to observe American Free Enterprise Day which is November 15. Some of the activities that they plan include job shadowing, mock interview experiences, and special business guest speakers.

Chapter Parliamentarian:

The word "progress" represents the challenges of tomorrow which depends on mutual understanding and cooperation of business, industry, labor, religious, family, and educational institutions and by people of our own and other lands.

The "PROGRESS" element of the crest is displayed.

Our members are making progress by partnering with business, education, and civic organizations to earn scholarships, partnerships, and opportunities.

Chapter Vice President:

Now, let's focus on the words that make up our name, beginning with Future.

The word "future" reminds us that the future of the world depends upon the quality of leadership that we are able to produce and we in FBLA will be the business leaders of the future. We must learn to recognize the situation in which our individual talents will be useful.

The "FUTURE" element of the crest is displayed by the Chapter Reporter.

In FBLA, we will find the tools to prepare us for the future. We will profit from the experiences of others, those who have preceded us, as well as our advisers and others with whom we network. Our studies and activities will help us meet changing conditions and further our understanding of the world's varied economic systems.

Chapter Secretary:

The world of "business" is our world. To be successful in business, a person must be educated both formally and informally in business methods and procedures and in the basic principles of our economic system and government.

The "BUSINESS" element of the crest is displayed by the Chapter Reporter.

We realize the importance of education and training in business methods and procedures. We embrace the entrepreneurial spirit and free enterprise system that makes the American Dream accessible and possible for everyone. We appreciate the role of business in our daily lives.

Chapter Treasurer:

The word "leaders" represent the search for knowledge in order for us to become better citizens. This knowledge will prepare us for the great task of leadership ahead.

The "LEADERS" element of the crest is displayed by the chapter reporter.

Optional Additional "Leaders" Message: The future of our country depends on the quality of Leadership. Leadership implies honor, vision, innovation, dependability, tact, competence, discretion, and integrity. A leader must listen, withstand criticism, and be flexible. A leader accepts failure in stride but is willing to profit from it. As members of Future Business Leaders of America, it is our duty to prepare for the enormous responsibility of business leadership in the years ahead.

Chapter Vice President:

Finally, we think about America. The future of America depends on our generation. We should pledge ourselves to use the abilities that we have to make America a better place for everyone.

The "AMERICA" element of the crest is displayed by the Chapter Reporter.

If the United States is to remain a world leader, intelligent young men and women are needed to guide our country by studying our past, analyzing our present, and preparing for the future.

The initiative and success of leaders in business will help us shape the future of America. Through FBLA, we will strive for leadership in the field of business, thereby helping to strengthen our great nation.

Chapter President

All the words together stand for Future Business Leaders of America. The crest stands for our organization which provides opportunities for each member to become a leader of tomorrow.

Raps the gavel and presenting members are seated.

Optional Conclusions to the FBLA Crest Ceremony

Recite the FBLA Pledge

Chapter President

Please rise, raise your right hand, and join me in reciting the FBLA Pledge:

Wait for all members to stand.

Display the FBLA Pledge or distribute copies if possible.

I solemnly promise to uphold the aims and responsibilities of the Future Business Leaders of America and, as an active member, I shall strive to develop the qualities necessary in becoming a responsible business leader.

Recite the FBLA Creed

Chapter President

Please rise and join me in reciting the FBLA Creed:

Wait for all members to stand.

Display the FBLA Creed or distribute copies if possible.

I believe education is the right of every person.

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.

I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community and family life.

I believe every person has the right to earn a living at a useful occupation.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school and community.

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

Finally, many chapters present new members with certificate of membership or a FBLA pin.