

**National Garden Clubs, Inc.**

**Toolkit for Success**



**2021 – 2023 President  
Mary Warshauer**

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*A Message from NGC President Mary Warshauer:*

*National Garden Clubs, Inc. Toolkit for Success is a collection of inspirations, installations, Blue Star dedications and useful tips.*

*The Toolkit was created as a reference to assist clubs planning meetings and conducting events.*

*To all who participated, your submissions are appreciated. As you refer to the Toolkit, may it be a helpful source and inspiration.*

*Additional submissions for this reference are welcome at any time.*

*A special thanks to Robin Pokorski for her willingness and enthusiastic effort creating the Toolkit for Success.*

# Inspirations – General

## Your Garden

There is peace within a garden, a peace so deep and calm  
That when the heart is troubled, it's like a soothing balm

There's life within a garden, a life that still goes on  
Filling empty places when older plants are gone

There's glory in the garden at every time of year  
Spring, summer, autumn, winter, to fill the heart with cheer  
So ever tend your garden, its beauty to increase  
For in it you'll find solace and in it you'll find peace.

~Lady Langham

\*\*\*\*\*

## Inspiration from a Tree

The Master made so many things  
For human eyes to see;  
The peaceful stream, the birds in flight,  
And this majestic tree!

I look upon its beauty,  
With spreading branches wide,  
It shelters little ones who play,  
And squirrels that nest inside.

This tree tells me a story;  
Its Maker lives on high.  
The limbs reach ever upward;  
They point me to the sky.

So when my soul is weary,  
And grief is pressing in,  
I reach my hand toward Heaven –  
God's peace is born within.

~Author unknown

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## **Smile For You**

Smiling is infectious  
You catch it like the flu,  
When someone smiled at me today,  
I started smiling too.  
I passed around the corner  
And someone saw my grin.  
When I smiled I realized  
I passed it on to him.  
I thought about that smile  
And realized its worth.  
A single smile just like mine  
Could travel the earth.  
So, if you feel a smile begin  
Don't leave it undetected  
Let's start an epidemic quick  
And get the world infected!

~Author unknown

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## **What the Robin Told**

The wind  
Told the grasses,  
And the grasses  
Told the trees.  
The trees  
Told the bushes,  
And the bushes  
Told the bees.  
The bees  
Told the robin,  
And the robin  
Sang out clear:  
Wake Up!  
Wake up!  
Spring is here!

~Author unknown

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## **The Oak Tree**

A mighty wind  
Blew night and day  
It stole the oak tree's leaves away

Then snapped its boughs  
And pulled its bark  
Until the oak was tired and stark

But still the oak tree held its ground  
While other trees fell all around  
The weary wind gave up and spoke  
"How can you still be standing Oak?"

The oak tree said, "I know that you  
Can break each branch of mine in two  
Carry every leaf away  
Shake my limbs, and make me sway

But I have roots stretched in the earth  
Growing stronger since my birth  
You'll never touch them, for you see  
They are the deepest part of me

Until today, I wasn't sure  
Of just how much I could endure  
But now I've found, with thanks to you  
I'm stronger than I ever knew."

~Author unknown

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## **Friendship Garden**

There's a very special garden where the flowers of friendship grow.  
It's nurtured by the kindness and concern that good friends show.  
The seedlings are the helpful deeds that friends so gladly do.  
And love and laughter are the showers that strengthen and renew.  
The roots are cherished memories of good times in the past,  
And the buds are tender promises that friendship's joys will last.  
It's a place of peace and beauty where bright new dreams can start.  
It's friendships lovely garden and its blossoms are in the heart.

~Amanda Blake

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## **A Kind Deed**

A kind deed is like water for a flower.  
It makes the heart bloom.  
Thanks for planting a garden in our hearts.

~Author unknown

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## **Nature**

Nature is full of so many treasures  
Such incredible riches  
All around us  
Every day.  
We only have to  
Open our eyes  
To see them.  
Petal by glorious petal,  
Flowers blossom.  
In the same way  
Each new day unfolds.  
Moment  
By beautiful  
Moment.

~Author unknown

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## **Today**

Outside my window, a new day I see  
And only I can determine what kind of day it will be.  
It can be busy and sunny, laughing and gay  
Or boring and cold, unhappy and grey.  
My own state of mind is the determining key  
For I am only the person I let myself be.  
I can be thoughtful and do all I can to help  
Or be selfish and think just of myself.  
I can enjoy what I do and make it seem fun  
Or gripe and complain and make it hard on someone.  
I can be patient with those who may not understand,  
Or belittle and hurt them as much as I can.  
But I have faith in myself and believe what I say  
And I personally intend to make the best of each day.

~Author unknown

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## Count Your Garden

Count your garden by the flowers,  
Never by the leaves that fall,  
Count your days by golden hours,  
Don't remember clouds at all,  
Count your nights by stars, not shadows,  
Count your life by smiles, not tears,  
And to bring you joy this day,  
Count your age by friends, not years.

~Author unknown

\*\*\*\*\*

## The Elements of Design

The **pattern** of your veins brings strength.  
Your **line** of wrinkles bring joy in length.  
Inspiration from the curves of your **form** undone,  
Brings **light** much brighter than the afternoon sun.  
The dimpled **texture** felt in your warm embrace,  
Is valued greatly by its captured **space**.  
Besides gray in **color** hair both straight and curled,  
Size is **variable** in the garden club world.

~ Brynn Tavasci, Washington

\*\*\*\*\*

## The Garden Club

The garden club's the place to go  
To tell about the things you grow,  
And what is shrub, and what is weed, and  
When to plant each bulb and seed.  
Why the iris needs a drink,  
Should we mulch or prune the pink.  
When should we hoe the tulip bed and  
Rake the leaves now brown and dead?  
But of all the things we ever do  
This is the secret I'll tell to you,  
Tho' leaves may die, the flowers fade  
The friends the garden club has made  
Will be with us to the shining end  
For a gardener is a faithful friend.

~Author unknown

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## **What My Garden Gives**

It gives me many small surprises  
    When the sun sets and also rises.  
A place to think and capture grace  
    It slows my mind to a peaceful pace.  
It brings me color filled with cheer  
    That lasts and lasts throughout the year.  
It gives me patience and peace of mind,  
    It gives me the time I so need to find.  
It glows and dances with such great hope.  
    It offers me the strength to cope.  
So bless the garden, my place to start,  
    For every day it lends me its heart.

~Author unknown

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## **To Plant a Garden is to Believe in Tomorrow**

We are so fortunate to be gardeners because it makes us believers.

In a world where the future often seems cloudy and division marks our society, we gardeners **sow affection** for those who will come after us. They may sit under a tree we planted or enjoy a daffodil from a bulb we set years before.

Our endeavors reflect the need for clean water, healthful air, an enriching earth, and a nourishing environment for all.

We plant lilies and love, peonies and patience, rutabagas and respect, marigolds and meditation, hollyhocks, and hope. **We plant today for tomorrow** because we believe in the future. Gardeners help create a better, more beautiful tomorrow.

We inspire each other by coming together to learn, share, and create.

**Nature inspires us.** We are concerned about bees that help grow food and flowers, and the birds and butterflies that lighten our hearts.

**We're gardeners, you and I,** and we're making tomorrow a better place, one blossom at a time.

~Harry Matte

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## **Autumn Time**

No one ever could devise  
Such beauty in gorgeous hue  
As in lovely autumntime,  
For that, only God can do!

This entire colorful splendor  
Is for everyone to please.  
Autumn leaves in red and gold  
Are falling from the trees.

Silently, so silently,  
They slowly blanket the land.  
In this miracle on earth,  
I see the Master's hand.

There is no better way  
To prove that God exists  
Than the beauty seen in autumn:  
In God's will it does persist.

Thanks, dear God above,  
For all Your many gifts.  
I know in autumntime  
Many joyful hearts it lifts.

~Bernice Laux

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## **Two Kinds of People**

There are two kinds of people on earth today,  
Just two kinds of people, no more I say,  
Not the good and the bad, for 'tis well understood  
That the good are half bad and the bad half good,  
No! The two kinds of people on earth that I mean  
Are the people who lift and the people who lean.

~Author unknown

\*\*\*\*\*

# Inspirations – Humorous

## **My Wife the Gardener**

She dug the plot on Monday –  
    the soil was rich and fine,  
She forgot to thaw out dinner –  
    so we went out to dine...  
She planted roses Tuesday –  
    she says they are a must,  
They really are quite lovely  
    but she forgot to dust.  
On Wednesday it was daisies –  
    they opened up with sun,  
All whites and pinks and yellow-  
    but the laundry wasn't done...  
The poppies came on Thursday –  
    a bright and cheery red,  
I guess she was really engrossed –  
    she never made the bed...  
It was violets on Friday –  
    in colors she adores,  
It never bothered her at all –  
    all crumbs upon the floors.  
I hired a maid on Saturday –  
    my week is now complete,  
My wife can garden all she wants –  
    the house will still be neat!  
It's nearly lunchtime Sunday –  
    and I cannot find the maid  
Oh no! I don't believe it!  
    She's out there WITH THE SPADE!

~ Peter (poem in old magazine)

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## **The Mirror**

My face in the mirror is neither wrinkled nor drawn.  
My house isn't dusty, the cobwebs are gone.  
My garden looks lovely, and so does my lawn,  
I think I might never put my glasses back on.

~ Anonymous

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## **Botany**

There should be no monotony  
In studying your botany.  
It helps to train and spur the brain  
Unless you haven't gotany.

It teaches you – does botany-  
To know the plants and spotany,  
And learn just why they live and die,  
In case you plant or potany.

You learn from reading botany,  
Of wooly plants and cottony,  
That grown on earth, and what they're worth  
And why some spots have notany.

You sketch the plants in botany:  
You learn to chart and plotany,  
Like corn or oats. You jot down notes  
If you know how to jotany.

Your time, if you'll allotany,  
Will teach you how and whatany  
Of old plants or trees can do or be.  
And that's the use of botany!

~Lewis and Clark Trail

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## **Talking To Your Plants**

They say if you talk to your plants  
Their beauty you're sure to enhance  
But I find every time  
I read them a rhyme  
My tulips fall into a trance.

My daffodils prefer a short story  
Of beheading and other things gory  
And they turn up their noses  
At the preference of roses  
For military history and glory.

I don't think there's much you can say  
To help fuchsias along on their way  
But an iris you'll find  
Has the right kind of mind  
To respond to a Shakespearean play.

~Author unknown

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# Inspirations – Leadership

## Whose Job Is It?

Remember the story about four people named: **Everybody**, **Somebody**, **Anybody** and **Nobody**?

There was an important job to be done, and **Everybody** was sure **Somebody** would do it.

**Anybody** could have done it, but **Nobody** did it. **Somebody** got angry about that because it was **Everybody's** job. **Everybody** thought **Anybody** could do it, but **Nobody** realized that **Everybody** wouldn't do it.

Well, it ended up the **Everybody** blamed **Somebody** when **Nobody** did what **Anybody** could have done.

~Author unknown

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## I'm on a Committee!

Oh, give me some pity, I'm on a committee,  
Which means that from morning to night  
We attend, and amend, and contend and defend  
Without a conclusion in sight.

We confer and concur, we defer and demur,  
And reiterate all of our thoughts.  
We revise the agenda with frequent addenda,  
And consider a load of reports.

We compose and propose, we suppose and oppose,  
And the points of procedure are fun!  
But though various notions are brought up as motions,  
There's terribly little gets done.

We resolve and absolve, but we never dissolve,  
Since it's out of the question for us.  
What a shattering pity to end our committee  
Where else could we make such a fuss!

~Author unknown

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### **What is the Value of One Member?**

Ten little members standing in a line,  
One disliked the President, then there were nine.  
Nine ambitious members offered to work late  
One forgot their promise, then there were eight.  
Eight creative members had ideas good as heaven,  
One lost enthusiasm, then there were seven.  
Seven loyal members got into a fix.  
They quarreled over programs, and then there were six.  
Six members remained with spirit and drive,  
One moved away, then there were five.  
Five steadfast members wished there were more.  
One became indifferent, then there were four.  
Four cheerful members who never disagree —  
'Til one complained of meetings, then there were three.  
Three eager members — what do they do?  
One got discouraged, then there were two.  
Two lonely members, our rhyme is nearly done.  
One joined a bridge club, then there was one.  
One faithful member was feeling rather blue —  
Met with a neighbor, then there were two.  
Two earnest members each enrolled one more —  
Doubling their number, then there were four.  
Four determined members just couldn't wait —  
'Til each won another, and then there were eight.  
Eight excited members signed up sixteen more.  
In another six verses, there'll be 1,024.

~Author unknown

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### **Volunteers**

Once upon an eternity,  
Above the clouds so high,  
There were some chosen angels,  
Who had no wings to fly.  
Their hands were made for helping,  
Their hearts were tender, too.  
Their smiles were warm and happy,  
And placed as haloes do.  
So God sent down these angels,  
Because they were such dears,  
To spread their gentle love on earth,  
We call them volunteers!

~Author unknown

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## **The Meaning of Garden Club Work**

~For some it means the actual gardening, hands in the soil, body in the sun and a vision of color and fragrance and form.

~To some it means the use of flowers as a medium of artistic expression.

~To some it means an opportunity to serve their community by turning the ugly places into beautiful spots.

~To some it is a spiritual experience, whereby they may serve God through their gift of flowers to the churches and hospitals and the lonely and forlorn.

~To a few, it means the challenge of leadership and personal ability in group work.

~To a very few, it is meaningless, a name on the membership list and a sometime attendance.

~But to many it means making friends, meeting with the old, and mingling with the new.

~Garden club work is as complex as the unfolding of a rose and as simple as the face of a daisy. It is spiritual. It is political. It is educational. It is scientific. It is a way of life.

~Author unknown

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## **Where Do You Fit In?**

There are two kinds of members...

Some keep their organization strong,  
While others join, just to belong.

Some volunteer and do their share  
While others rest and never care.

On meeting days, some always show,  
While some there are who never go.

Some always pay their dues ahead;  
Some get behind for months, instead.

Some do their best; some build, some make.  
Some never do – just sit and take.

Some lag behind, just let things go,  
And never help their group to grow.

Some drag, some pull. Some don't, some do.  
Consider: which of these are you?

~Author unknown

\*\*\*\*\*



### **Invite, Invite, Invite**

Growing Club membership is a joy,  
Planning, organizing, leading, O'boy,

Retaining current members is vital  
Without them, the future is frightful

Create great programs, field trips and such  
Excitement, fun, joy results in much

Love your members with great care  
Surprise, inspire, nurture, all if you dare

Today is the time, please act real soon  
Invite, deliver and share the bloom

Members will join and bring their zest  
Adding skills, enthusiasm and their best

Your Club will grow with such delight  
All because of you and your hearty might

Always remember to, "Invite, Invite, Invite!"  
Our Guests add sparkle and most don't bite

~Gaye Stewart

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### **Next One Up!**

People, flowers, bouquets and more  
Field trips, friends and fun galore

Design and landscape classes to make you smart  
Delightful training to warm your heart

Civic projects to make you proud  
Exciting ideas shared out loud

Meetings, events, workshops so fine  
Bringing you new friendships divine

Leadership offers may be in sight  
New opportunities to share your light

Step out in faith – confidence do show  
People are watching and seeing you grow

You may volunteer, or wait to be asked  
Either way is fine – be up to the task

Garden Club work, enriches your life  
Always interesting and without strife

Bring your “game face” on for the fun  
You’ll be proud of yourself when it’s done

Time’s a wasting, so don’t delay  
Others will help you along the way

My tiny poem is nearly complete  
To see you in Garden Club work will be sweet.

~Gaye Stewart

\*\*\*\*\*

### **Two Kinds of People**

There are two kinds of people on earth today,  
Just two kinds of people, no more I say.  
Not the good and the bad, for 'tis well understood  
That the good are half bad and the bad half good.  
No! The two kinds of people on earth I mean  
Are the people who lift and the people who lean.

~Author unknown

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## **Protocol – Poetry in Action!**

Please listen my friends – I'll tell you true  
Protocol guides that you must do

Respect for the American flag  
On the ground, floor or water it must never drag

The speaker facing the audience to recite  
Always position the flag to their right

Check with your facility to be sure a flag is there  
It will save you embarrassment and pulling your hair

Plan ahead and personally invite meeting guests  
Treat them as royalty with care the best

A Page assigned to an honored guest is good  
It blesses the page to help – as it should

Picking them up at the airport with a smile  
Welcomes them warmly and with style

At your District or State meetings too  
There is a seating arrangement to do

Check your Protocol Handbook to see  
Where does the President sit and the rest to be

Who is presiding, the President or other  
You must know to avoid a "mutter"  
The State President will call for a report  
To share the good news of great import

Be ready, I say, to stand proud and tall  
About your District or Committee, tell all

Time is limited – 3 minutes to talk  
Report it all quickly before you must walk

Be gracious, courteous and respectful too  
Protocol guidance requires that you do

We Garden Club Members, in the know  
Protocol follows us wherever we go  
Friends and Communities watch us proceed  
In helping create the beauty in the world we need.

~Gaye Stewart

## Membership Seeds

All gardens begin with seeds. Even if you plant your garden with seedlings, or starter plants, they first began as a seed. The club membership garden is no different.

We will likely agree on many of the traits our clubs should possess when they are fully developed and ready to “harvest,” but because clubs tend to grow from more than one seed, and from different kinds of seeds, there is still much debate about the characteristics of the seeds we should be planting if we truly wish to have a great harvest.

Some of the seeds of club membership seem obvious, even if we sometimes skip over them in our rush to plant “our garden.” They might begin with the People seeds, or the Meeting location seed, or perhaps even the Time of day or the Day of the week seeds. These are important seeds to be planting, for sure, but what are some of the other seeds that also need to be planted if we are to have a successful Club harvest?

There are Fun seeds, Caring seeds, Listening seeds, Educational seeds, Silly seeds, Inclusive seeds, Helpful seeds, Inquisitive seeds, Honoring seeds, Leadership seeds, Task or Project seeds, Program seeds, Organizational seeds, and don’t forget the Sharing seeds.

These are only some of the seeds you might find in a successful Club’s Membership Garden. What are some of the seeds you have planted in your own Club’s garden and why are they important?

~Mike Stewart

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# Inspirations - Patriotic

Adlai Stevenson once correctly observed, "America is much more than a geographical fact. It is a political and moral fact, the first community in which man set out in principle to institutionalize freedom, responsible government, and human equality." The United States of America serves as a shining example of freedom and tolerance. Americans are free to speak their minds and to chart their destinies with a minimum of interference from governmental powers. Americans are free to cast their votes without hindrance or reprisal. Citizens are free to worship God as they see fit and to educate themselves to the extent they choose. Indeed, America has earned its right to be called "the land of the free."

\*\*\*\*\*

Dwight D. Eisenhower said, "America is best described by one word: freedom."

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## **It is the Veteran**

It is the Veteran, not the preacher,  
who has given us freedom of religion.

It is the Veteran, not the reporter,  
who has given us freedom of the press.

It is the Veteran, not the poet,  
who has given us freedom of speech.

It is the Veteran, not the campus organizer,  
who has given us freedom to assemble.

It is the Veteran, not the lawyer,  
who has given us the right to a fair trial.

It is the Veteran, not the politician,  
who has given us the right to vote.

It is the Veteran who salutes the flag,  
who serves under the flag and whose coffin will be draped by the flag.

Grant them eternal rest, O Lord,  
And let perpetual light shine upon them.

~Author unknown

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First Lady Barbara Bush said, "Some people give time, some give money, some their skills and connections, some literally give their life's blood. But everyone has something to give."

\*\*\*\*\*

## America

America is the greatest nation in the world  
Symbolizing freedom with her flag unfurled

A nation young and yet so wise  
Other nations scurry to forge ties

“What makes America great?” You may ask  
Its freedoms, honor and respect – lessons from the past

Paul Revere’s Ride, then civil unrest...  
As the evolving young nation was put to the test

A nation’s patriotism proved through and through  
First World War I and then War II

Freedoms of speech, right to bear arms, and to vote  
Gave America’s people undaunting new hope

A new beginning, land of the free  
A new country founded for you and me

The words of The Star-Spangled Banner spark patriotic pride  
As we thank God for democracy, forever on our side

~Gaye Stewart

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# Invocations

## Thankful

Thankful for earth and sun and sky.  
Thankful for rain which clouds bring by.

Thankful for stems and leaves and twigs.  
Thankful for apples and pears and figs.

Thankful for birds who rejoice and sing.  
Thankful for bounty the earth does bring.

Thankful for those we are missing here.  
Thankful for friends whom we hold so dear.

~Elizabeth Snowdon

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## Believe

BELIEVE in good brown earth, sun and seed and soil. Rest is sweetest when it comes after happy toil. Believe in miracle, bud and leaf and fruit, springing into loveliness from the hidden root.

BELIEVE that God who made rose and bird and bee, wanted us to make his world beautiful to see. Meant us to be gardeners, making green things grow. Believe we do His work when we plant and sow.

BELIEVE that He whose hand fashioned Eden's bowers put into the heart of man, love of trees and flowers. That is why a garden gives us blessings many fold – Health and healing and contentment, peace and joys untold.

~Wayne Warzecha

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### **We Thank Thee**

We thank Thee, Lord,  
    For the beautiful spring  
When flowers bloom forth  
    And bluebirds sing.  
We thank Thee for  
    Our garden club  
Where we may share  
    Thy wondrous love.  
Help us, Lord,  
    To always see,  
The good in others  
    Which comes from Thee.  
We thank Thee  
    For our food this day,  
And all Thy blessings  
    Which come our way.

~ Frances Frenzel

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### **Our Creed**

We thank Thee, Lord,  
    For flower and tree  
And purple mountain majesty.  
We thank Thee  
    That with cunning hand  
You fashioned flowers  
    Throughout the land.  
Each perfumed flower,  
    Each lovely tree,  
Speak love, in infinite variety.

We thank Thee, too  
    That we may share  
By spreading beauty  
    Everywhere.  
And so with love  
    We sing Thy praise  
And serve Thy garden  
    All our days.

~ Abby Kerr

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### **A Gardener's Prayer**

May the sun shine warm on your garden  
And the rain fall soft on your fields...  
May the beetles crawl off your bean pods  
And zucchini go easy on yields...  
On all your cabbage and collards,  
May rabbits and woodchucks not dine...  
May the blight not curl up your spinach,  
And tomatoes not crack on the vine...  
May the earwigs depart from your lettuce  
And slugs on your cukes disappear...  
May your hopes stay as green as the springtime –  
Just remember...  
There's always next year!

~Author unknown

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# Benedictions

## Imagine That

Imagine That our smiles are HUGS  
Imagine That we are a Horticulture Collection  
Thriving, Bountiful, Nature unfurling  
Imagine That we are a Tapestry Design  
Each element pulsing  
with distinctive Beauty and Texture  
Imagine That we are an Abstract Design  
Each component  
unique and important to the whole  
Imagine That we are a Grouped Mass Design  
Depending on each other  
for strength, beauty and harmony  
May there be Peace within us  
May we trust that we are exactly  
where we are meant to Be  
May we not forget the infinite possibilities  
that are born of faith  
in ourselves and others  
May we use the information we have received  
and pass on the knowledge  
that has been given to us  
May we be content with ourselves  
just the way we are  
And let this knowledge settle into our bones  
And allow our souls the freedom  
To sing and to dance  
To praise and to love  
May our memories inspire us  
as we nurture nature.

~Lana Finegold, Washington

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**May the road rise** up to meet you,  
May the wind be always at your back,  
May the sun shine warm upon your face and  
the rains fall soft upon your fields  
And, until we meet again may God hold  
you in the hollow of his hand.

~ An Irish Blessing

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**We ask Thee**, O God, to give us wisdom and understanding, so that we may fully realize what it means to have peace and harmony in our lives: for then do we have the power to send our thoughts and prayers for peace and harmony to our neighbors, to the nation, and to the world.

Grant that we shall be always in tune with Thee, and may our spiritual natures unfold, as does the rose that seeks Thy sunshine.

~Amen.

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### **We Give Thanks**

Let us give thanks for a bounty of people.

For children who are our second planting, and though they grow like weeds and the wind too soon blows them away, may they forgive us our cultivation and remember fondly where their roots are.

Let us give thanks:

For generous friends...with hearts as big as hubbards and smiles as their blossoms;

For feisty friends as tart as apples;

For continuous friends, who, like scallions and cucumbers, keep reminding us that we've had them;

For crotchety friends, as sour as rhubarb and as indestructible;

For handsome friends, who are gorgeous as eggplants and as elegant as a row of corn, and the others, as plain as potatoes and so good for you;

For funny friends, who are as silly as Brussels sprouts and as amazing as Jerusalem artichokes, and serious friends as complex as cauliflowers and as intricate as onions;

For friends as unpretentious as cabbages, as subtle as summer squash, as persistent as parsley, as delightful as dill, as endless as zucchini, and who, like parsnips, can be counted on to see you through the winter;

For old friends, nodding like sunflowers in the eveningtime and young friends coming on as fast as radishes;

For loving friends, who wind around us like tendrils and hold us, despite blight, wilts and witherings;

And finally, for those friends now gone, like gardens past that have been harvested, but who fed us in their time that we might have life thereafter;

For all these we give thanks.

~Author unknown

# Memorials

**Those we hold** most dear never truly leave us...  
They live on in the kindness they showed,  
The comfort they shared,  
And the love they brought into our lives.

~Isabel Norton

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## Safely Home

I am home in heaven, dear ones.  
Oh, so happy and so bright!  
There is perfect joy and beauty  
In this everlasting light.

All the pain and grief is over,  
Ever restless tossing passed;  
I am now at peace forever  
Safely home in heaven at last.  
Did you wonder I so calmly  
Trode the valley of the shade?  
Oh! But Jesus' love illumined  
Every dark and fearful glade.

And He came Himself to meet me  
In that way so hard to tread;  
And with Jesus' arm to lean on,  
Could I have one doubt or dread?

Then you must not grieve so sorely,  
For I love you dearly still  
Try to look beyond earth's shadows,  
Pray to trust our Father's will.

There is work still waiting for you,  
So you must not idly stand;  
Do it now, while life remaineth  
You shall rest in Jesus' land.

When that work is all completed,  
He will gently call you home;  
Oh, the rapture of that meeting,  
Oh, the joy to see you come!

~Author unknown

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## **I Am Standing Upon the Seashore**

I am standing upon the seashore. A ship at my side spreads her white sails to the morning breeze and starts for the blue ocean. She is an object of beauty and strength. I stand and watch her until at length she hangs like a speck of white cloud just where the sea and sky come to mingle with each other. Then, someone at my side says; "There, she is gone!"

"Gone where?" Gone from my sight. That is all. She is just as large in mast and hull and spar as she was when she left my side and she is just as able to bear her load of living freight to her destined port. Her diminished size is in me, not in her.

And just at the moment when someone at my side says, "There, she is gone!" There are other eyes watching her coming, and other voices ready to take up the glad shout; "Here she comes!"

~Henry Van Dyke

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## **Rosemary Sprig Memorial**

*Props: Sprigs of rosemary, containers of soil – one for each participant  
Use in conjunction with "I am Standing Upon the Seashore"*

The American Heritage Dictionary's definition of a perennial is: Lasting an indefinitely long time, enduring. *Rosmarinus officinalis*, or rosemary, a symbol of remembrance, is a perennial that will grow in each of our states. Rosemary branches will root wherever they touch the ground. Let us plant rosemary in memory of our garden club members whose ships set sail this past year and let the rosemary keep their memory within each of us perennially as they carry their fragrance to other gardens.

~Robin Pokorski

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## **Do Not Stand At My Grave And Weep**

Do not stand at my grave and weep  
I am not there. I do not sleep.

I am a thousand winds that blow.  
I am the diamond glints on snow.  
I am the sunlight on ripened grain.  
I am the gentle autumn rain.

When you awaken in the morning's hush  
I am the swift uplifting rush  
Of quiet birds in circled flight.  
I am the soft stars that shine at night.

Do not stand at my grave and cry;  
I am not there. I did not die.

~Mary Elizabeth Frye

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## **My Memory Library**

Imagine if I was given one moment, just a single slice of my past.  
I could hold it close forever, and that moment would always last.

I'd put the moment in a safe, within my heart's abode.  
I could open it when I wanted, and only I would know the code.

I could choose a time of laughing, a time of happiness and fun.  
I could choose a time that tried me through everything I've done.

I sat and thought about what moment would always make me smile.  
One that would always push me to walk that extra mile.

If I'm feeling sad and low, if I'm struggling with what to do,  
I can go and open my little safe and watch my moment through.

There are moments I can think of that would lift my spirits every time.  
The moments when you picked me up, when the road was hard to climb.

For me to only pick one moment to cherish, save and keep  
is proving really difficult, as I've gathered up a heap!

I've dug deep inside my heart, found the safe and looked inside  
There was room for lots of moments; in fact, hundreds if I tried.

I'm building my own little library, embedded in my heart,  
for all the moments spent with you before you had to part.

I can open it up whenever I like, pick a moment and watch it through,  
My little library acts as a promise  
I'll never ever forget you

~ Sarah Blackstone

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## **While Waiting for Thee**

Don't weep at my grave,  
For I am not there,  
I've a date with a butterfly  
To dance in the air.  
I'll be singing in the sunshine,  
Wild and free,  
Playing tag with the wind,  
While I'm waiting for thee.

~Author unknown

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## **The Train of Life**

At birth we boarded the train and met our parents, and we believe they will always travel on our side. However, at some station our parents will step down from the train, leaving us on this journey alone. As time goes by, other people will board the train and they will be significant i.e. our siblings, friends, children, and even the love of your life. Many will step down and leave a permanent vacuum. Others will go so unnoticed that we don't realize that they vacated their seats.

This train ride will be full of joy, sorrow, fantasy, expectations, hellos, goodbyes, and farewells. Success consists of having a good relationship with all passengers requiring that we give the best of ourselves. The mystery to everyone is we do not know at which station we ourselves will step down.

So; we must live in the best way, love, forgive, and offer the best of who we are. It is important to do this because when the time comes for us to step down and leave our seat empty, we should leave behind beautiful memories for those who will continue to travel on the train of life.

I wish you a joyful journey on the train of life. Reap success and give lots of love. More importantly, thank God for the journey.

Lastly, we are thankful the have had \_\_\_\_\_ as one of the passengers on our (*name*) garden club train. (*Insert some info about the member*)

Mary Noel

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## **Forever in our Hearts**

Those we love don't go away,  
They walk beside us every day,  
Unseen, unheard, but always near,  
So loved, so missed, so very dear.  
A butterfly reminds us  
Even though we are apart,  
Those we love are always with us,  
Forever in our hearts.

~Author unknown

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## Remembrance Ceremony

In all of history, the passing of loved ones has been honored by the giving and planting of special flowers.

**Club level** - Aloe represents Healing – The loss of a club member hits the very core of why we are gardeners. The friendships we make at this personal level cannot be underscored enough as the main reason we join the club. There are no words or emotions that can replace the void left by a club member passing on. We have presented here the Aloe plant which represents the “healing” that is the only solace in the time of grief for a club member.

**District level** - Rosemary represents Remembrance - Although the direct personal contact with a specific member is less often than at a club level, the value of a lost individual is no less poignant. We have presented rosemary that throughout history has meant remembrance. Let us never forget the gardeners who have passed and served the districts with honor and grace.

**State level** - Zinnias represents Missing Friends - Every member of the (*state*) Garden Clubs organization joins with the belief they can make a difference. The gardeners that have left us this year have proved they were special and will always be remembered. We present zinnias as a token of the loyalty to our organization and how they will always be in our thoughts.

~Author unknown

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### We Remember Them...

In the rising of the sun and in its going down,  
*We remember them;*  
In the blowing of the wind and in the chill of winter,  
*We remember them.*  
In the opening of buds and in the warmth of summer,  
*We remember them;*  
In the beginning of the year and when it ends,  
*We remember them;*  
When we are weary and in need of strength,  
*We remember them;*  
When we are lost and sick at heart,  
*We remember them;*  
When we have joys we yearn to share,  
*We remember them;*  
So long as we live, they too shall live  
For they are now a part of us as  
*We remember them;*

Gates of Prayer, Judaism Prayerbook

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## Precious Petals

National Garden Clubs organization is like a flower. The blossoms in this bouquet display vibrant colors, shapes and forms, grouped together to represent our regions and states. Our club members are the individual petals, joined together to create these beautiful blossoms. We know that an individual petal is not as beautiful if it stands alone.

Since we last met, we have lost many treasured petals. Though we sense the fragrance of their presence in our lives, we accept that they have returned to nature after a splendid life of sharing with us and our world.

The beautiful petals that have left our earthly world accomplished much to help mold and shape us into dedicated volunteers. How did they accomplish this?

- They learned gardening skills and eagerly shared their knowledge with us.
- They threw seeds of wisdom to the winds and watched us germinate and grow.
- They gave their hearts and hands to our world to help preserve and protect it.
- They showed good humor and good nature that encouraged love and support rather than doubt or distrust.
- They showed us that you can extract honey from pretty much anything. You just have to receive a few "bee" stings along the way!
- They removed weeds of negative influences while encouraging us to blossom as garden club volunteers.
- They taught us that a group effort can accomplish great things.

Their families, garden clubs, community, churches and country are better because these members were a part of our lives.

We fondly remember these precious petals who have gone before us. Their gifts to us and our world will continue through our unwavering willingness to continue with good deeds. We honor who are with us in spirit only today, reflecting upon the endless acts of unselfishness and generosity to us, National Garden Clubs and our world. We are richer and more fulfilled because of their friendship.

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**Friends** touch our lives in a wonderful way.  
Painting a rainbow where skies were once grey.  
Planting a garden where once only grass grew.  
Finding a treasure that nobody knew.  
Friends touch our lives and from that day on  
Love lives in our hearts and sings its sweet song.

~ Author unknown

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# Installations

## General Words

In most cases, some general words are offered as an introduction to the actual installation. Here are some suggestions:

- I am honored to be your installing officer. Thank you for allowing me to be your installing officer.
- Last year's officers please stand or raise your hand. Thank you for your service.
- As I call your name please come up or please line up to my right.

For the following installations, all general words and closer words have been omitted.

Words in italics are suggestions, ideas, helpful hints, or words that should be inserted.

## Soup / Stew

*This works for an in-home smaller club installation where lunch will be served. The Installing officer will have pre-prepared by browning stew meat in a large stock pot or have prepared a hearty soup.*

I have prepared our stew lunch by browning some stew meat. I have seasoned the meat with:

A dash of pepper – to heat things up and to make things interesting.

Garlic – to add interest and flavor.

Spices and herbs for variety and a blend of flavors. *(This could be using those of the region or culture of choice such as those for Italian or Mexican, etc.)*

Now we shall add additional seasoning.

**SECRETARY:** Carrots – for the golden, good-for-you words you will write and record.

**TREASURER:** Onions (*scallions/multiplying onions*) – for the green (\$\$\$\$) or standard bulb onion for long-lasting flavor (and good for the future).

**VICE-PRESIDENT:** Potatoes – a starchy, hardy staple, the backbone backing up the President, able to step in and serve if needed.

**PRESIDENT:** Tomatoes – most flavorful and popular home garden vegetable adding color, flavor and health.

**MEMBERS:** Add green or Italian beans (numerous in pod) or peas which are numerous and represent the general membership as well as color, flavor, and vitality.

Allow to simmer together for a long time (meaning the club year).

The result: An excellent, well-flavored, balanced, smooth and satisfying, comforting and healthy soup/stew.

The President's baton/gavel is the soup ladle as she/he dips out and SERVES everyone present. Every member adds something to the 'soup' or 'stew' and their contribution is important. The flavor of the club would not be the same if any one ingredient were missing.

## Salad

*Props: A large bowl/s of chopped or torn mixed salad greens. This represents the whole membership all of whom are different, with differing tastes, zest, bites, flavors, etc. but they make up the base of the organization.*

The following officers to be installed will add the following items to the bowl:

**Treasurer:** Fresh parsley is needed in large quantities for its smooth and mild flavor.

**Secretary:** Green or red onions are needed and will be remembered (by your words) for they will be long-lasting (for the records), flavorful and in good taste.

**Vice-President:** Celery is needed fresh (for new ideas), crisp (something to intrigue the palate), mild (mannered), pleasing and interesting. All good qualities you should have to serve your club.

**President:** Cherry tomatoes are necessary as they are colorful, tasty, brilliant, full of flavor, good for you, brimming with good-for-you vitamins.

*Each incoming major chairman goes to the bowl and adds a small touch of: (this is an optional step)*

Garlic – for zest and long-lasting flavor

Hot pepper – for the verve and zip a meeting needs

Thyme – for subtlety

Oregano – for interest

*Each member is given a sprig of rosemary to take with them for remembrance. Perhaps tied to their luncheon napkin.*

The President tosses all components together, blends them with a large salad set and then SERVES the salad to her membership: Indicating that she/he will serve her/his club, council or circle.

New, fresh herbs don't have the flavor of older, dried herbs. You need at least twice as much of the fresh (new members) as the dried (older members). Dried herbs have much more flavor and body (most times the older members do, too!)

Remember a little goes a long way...you need a happy balance. Do not let any one flavor (member) overpower another. You should always be intrigued by the flavor, always wondering which one you will taste next....a happy blend of all.

## Color in Flowers

**Corresponding Secretary** – Peach is the color of graciousness and gentility which represent your office.

**Recording Secretary** – Yellow is the color of a legal pad. Minutes are the legal documentation for the \_\_\_\_ Garden Club.

**Treasurer** – Green is the color of paper money. Guard the prosperity and balance of your club.

**3<sup>RD</sup> VP Hospitality** – Lavender is a very inviting color. May all your meetings be enhanced by your inviting refreshments.

**2<sup>ND</sup> VP Membership** – White like white bunnies. Your attention to members old and new will ensure your membership multiplies.

**1<sup>ST</sup> VP Programs** – Red is vibrant and exciting which represents the goal for your programs next year.

**President** – Purple denotes dignity, wisdom, and leadership – attributes that a president needs to guide your club.

*To the Officers:* Do you accept the responsibilities of your office?

We know you possess the qualities to blend together for a colorful year of activities.

Place your flower in vase to symbolize unity and working together for another wonderful year for \_\_\_\_ Garden Club.

## Veg Out

*Props: Vegetables that represents their position. Cut up veggies to appropriate size and provide in appropriate amounts to contribute to the whole salad. For sweet potato: Roast diced sweet potato with oil and seasoning the night before. For artichoke: Cut up some jarred artichoke hearts.*

You can be a Board member and still veg out!

**Ways & Means** – Lettuce - gotta make some green for the club

**Treasurer** - Sturdy greens (chard, collards) - gotta save green long term

**Programs** - Funky veggie (*e.g., purple cauliflower*) - something new and colorful to provide interest

**Membership** – Sweet potato – gotta be a sweet talker to entice members to join and participate

**Recording Secretary** – Skinny carrot – write down notes and condense our ramblings

**Correspondence Secretary** – Artichoke – we have a heart (even if we seem prickly on the outside)

*After these veggies are presented, explain that it's the President's job to add their own little spice and pep (provide seasoned pumpkin seeds, salad dressing), and to combine these varied positions to create a cohesive whole (present salad fork and spoon).*

*Then set out a big salad bowl and give each Board member a salad-ready version of their vegetable in a separate container. Have each member add their item, and then the President tosses the salad and adds their items.*

*It would be best to do this before lunch if possible, then all the attendees could dig in!*

## **Seeds of Color**

### **Corresponding Secretary: White**

These seeds will produce white cauliflower. White denotes purity and sincerity. As you send your notes on white paper, send your words with sincerity.

### **Treasurer: Red**

These seeds will produce red peppers and red radishes. Red signifies danger and this will remind you that it would be dangerous for our bank balance to be in the red!

### **Recording Secretary: Blue**

These seeds will produce a bluish kale. Blue symbolizes truth and clear thinking, both essential when recording the minutes.

### **3<sup>rd</sup> VP Ways and Means: Orange**

These seeds of carrots are a combination of yellow and red. A symbol of enthusiasm, cheerfulness and vigor. You are an awesome representation.

### **VP Membership: Gold**

These seeds of cantaloupe will remind you that club members are more precious than gold and if handled with care, will produce high dividends.

### **1<sup>st</sup> VP Programs: Lavender**

These seeds will grow red (looks lavender) cabbage. Lavender signifies calmness, serenity and good humor. Qualities you have and need when your program speaker fails to appear at the appointed time.

### **President: Purple**

Purple signifies dignity, wisdom and leadership, attributes that a president needs and you have shown us. Purple is a thank you for being President this past year. Purple grape plant represents looking forward to next year, seeds for purple tomatoes.

## Quick Installation

*Prop: various flowers*

### **Treasurer**

Keeps account of all receipts and disbursements and chair of Budget Committee.

### **Corresponding Secretary**

Handle all correspondence for the Club and in absence of Recording Secretary, assume duties of that office.

### **Recording Secretary**

Records minutes of all meetings.

### **Third VP – Ways and Means**

Responsible for our Plant Sales and annual GardenFest.

### **Membership**

Responsible for welcoming new members and processing their applications.

### **First VP – Programs**

Will perform the duties of the President in her absence and is responsible for programs.

### **President**

Presides at all meetings and is supervisor of the Club. Deep pink rose symbolizes appreciation, gratitude and a huge Thank You.

### **To the Officers:**

As you accept the responsibilities of your office, we know you possess the qualities to blend together for a colorful year of activities.

Place your flower in vase to symbolize unity and working together for another wonderful year for \_\_\_\_ Garden Club.



## Candy Bars

### **Secretary:**

To the Secretary I give this box of **DOTS** candy to remind you to dot all your I's and cross all your T's when taking those monthly board meeting minutes." Those minutes can be just as colorful as the dots are!

### **Treasurer:**

To the Treasurer I give these **Crunch bars** to represent all those numbers that will pass through your hands. And, remind you to crunch them down, and enjoy it, while you chew the numbers plenty before swallowing!

### **2nd Vice President:**

To the Second Vice President I give these **Payday bars** because it's up to you to raise the funds to accomplish all the goals you will have as a board and a garden club. We all know you can get us to the **PayDay**.

### **1st Vice President:**

To the First Vice President I give these **Good & Plentys** to represent all the good members you will recruit into Garden Club. We know the numbers will be plentiful.

### **President:**

And lastly, to the President I give these **Mounds bars** for the mounds of fun you will have and for the mounds of work it will take to lead this group of wonderful Garden Club to the next level.

Everyone, raise your right hand, Are you willing to serve your Garden Club to the best of your abilities for the next term??

## **Jars of Jellies**

*Props: jars of various jelly flavors.*

### **Historian**

The quince fruit is part of the *Roseaceae* Family. It has a wide range of taste, from very tart, to soft and sweet. Due to our short growing season, we usually harvest and eat it when it's very tart. As historian, you are charged to collect accurate information about the activities of your club, plus keep an accurate record for future garden club members.

### **Parliamentarian**

Mayhaw – again, part of the *Roseaceae* Family. It is a species of the hawthorne and thrives in wetlands. It's commonly called mayhaw, as its fruit ripens in the month of May. This flavor is presented to you, as your last meeting as presiding officer is now with us.

### **Corresponding Secretary**

You are receiving a delicious jar of pear honey. It's very simply made, by using chopped up pear, sugar, and a can of crushed pineapple. We encourage you to be "sweet" with all club correspondence.

### **Recording Secretary**

My gift to you is an unusual jar of pear preserves. As Recording Secretary, we hope that you document our meetings with special details to make sure our history is preserved.

### **Treasurer**

The outer skin of the Cherokee plum, which is what you have is very tart as it protects the sweet soft flavor of the inside of the plum. As treasurer, you are charged to protect the funds of our club.

### **Vice-President**

A jar of blueberry jelly. It's been confirmed that blueberries contain antioxidants that are beneficial to good health. I hope that you eat up and stay healthy, as if something should prevent our President from attending a meeting, the responsibility will fall in your hands.

### **President**

You have agreed to serve as our President for the next two years – Correct? With this responsibility, I am presenting you a large jar of "Mixed Fruit" jelly, as you will need to have the mixed flavor of responsibilities of not only your current officers, but also of our club membership. Do you accept.....

## Pictionary

*Props: white board or flip-chart white paper on an easel, lots of colored markers. Candidates, one at a time, are to draw things they will be using throughout their office term. Audience is to guess what they have drawn! Then say the words. Beautifully wrapped, scented gardening soaps the size of a 3"x5" index card in the colors listed below.*

Pictionary: A game of drawing the clues for your team to guess.....

So this is how we are going to see if our candidates are "fit" for office: They will each have to draw several items that represent their office.... you, the members, will guess what they have drawn within the 30-second time limit.

### **Treasurer**

In your cash box, you'll find: budgets, a balanced checkbook, bills to pay, cash for sales, and a list of who has paid their dues.

### **Secretary**

How about these items in your kit as Secretary- the roster for roll call, the minutes, cards and letters/correspondence to members, our credentials.

The Secretary shall handle such other correspondence as the Director deems necessary.

### **Assistant Director**

The items you will deal with are these - programs, Handbook changes, Gift for the outgoing President, the Calendar of meetings.

### **Director**

These are some of the items you will find necessary as the President: gavel, agendas, map to conventions.

So, you have listened to what your jobs entail per our Policies and Procedures.....you are getting ready to "dig in and get your hands dirty" assuming your respective offices....and these mementos will help you wash up after your hard work on our behalf.

**President:** Purple is the color of "royalty"

**Vice-President:** Blue is nearly purple, same family, but not quite there yet.....

**Treasurer:** Green is for the MONEY we hope to add to our coffers

**Secretary:** Golden is for the words of kindness, sympathy and sunshine that will go with each card you send and for the clarity of our minutes/action taken.

## Ideas

*Props: timer, big powder puff, creative idea books, steno pad, shorthand book, calculator, cookbook.*

### **President**

I am sure you know that meetings can run past the allotted time, so here's a timer to help you keep track as President. You've probably heard the expression "speak softly and carry a big stick," right? But I think, and we can all agree, that you have an easy-going style and a big stick would not suit your personality. Therefore, I suggest you speak softly and carry this big powder puff as you see fit! *(Digital time bought at a dollar store, as for a powder puff, you're on your own journey to find one.)*

### **Vice-President**

Organizing programs for each monthly meeting requires creativity and imagination, of which you have an abundance. But sometimes, a mental block proves troublesome, and a nudge from another source could be helpful. Therefore, I hope these books will come in handy if that happens to you. *(A couple of creative idea books bought at a used bookstore cheap!)*

### **Secretary**

This steno pad should work fine to record meeting minutes in a dedicated log as the Secretary. And a method to help with a quick and efficient way to document all those words? Well, of course, this shorthand book will provide a shortcut to the process. *(The steno pad was bought at a dollar store, and the book was purchased at a used bookstore cheap!)*

### **Treasurer**

As Treasurer, to assist you with the club's financial tasks, please accept this calculator. But, just in case the numbers aren't "adding up" for some reason and you need to "cook the books," here's an additional aid, a cookbook with seasonal recipes. *(The calculator was purchased at a dollar store, and the cookbook at a used bookstore cheap!)*

## Flower Characteristics

Just as each flower has certain characteristics and folklore associated with it, each officer of this garden club has specific duties and tasks associated with the office.

The daisy is the flower that symbolizes the **Recording Secretary**. Daisies were believed to have fortune-telling powers, especially in the area of love. Many young maidens removed the petals one-by-one while chanting, "He loves me. He loves me not." Your duties will include taking minutes at all business meetings of the Club. (Pick up the daisy.) As you write up the organization's various actions, may this daisy help you to correctly record: "This motion passed. The motion passed not." Best wishes for a thriving year. (Give the daisy to the Recording Secretary.)

The dahlia symbolizes prosperity in certain cultures and with prosperity comes the need for a **Treasurer**. Your duties will include collecting and depositing money, writing checks and giving financial reports to the club Executive Board and Club Members. (Pick up the Dahlia.) As you perform your duties as treasurer, may this Dahlia, symbolizing prosperity, remind you of your duties. Best wishes for a thriving year and a balanced budget. (Give the Dahlia to the Treasurer.)

The zinnia is a flower that symbolizes absence and goodness. Your duties as **First-Vice President** involve presiding at meetings when the President is unable to attend, and planning and implementing club meetings. (Pick up the zinnia.) As you perform your duties as First-Vice President, may this zinnia, symbolizing absence and goodness, guide you. Best wishes for a thriving year. (Give the zinnia to the First-Vice President.)

The rose is the flower that symbolizes the **President**. Unparalleled in beauty to any other flower, the rose is considered to be the "queen flower." It is cultivated for its beauty, medicinal uses and distinctive fragrance. Grace and elegance are associated with the rose. Your duties will include presiding at all club meetings, keeping up on all club matters, and representing your club. You now hold the club's highest office which makes you the "queen" member of your club. (Pick up the rose). As you lead your club, may this symbolic rose help you fulfill your many duties with grace and elegance. Best wishes for a thriving year. (Give the rose to the President.)

Members, you are the other flowers in this garden. Like these flowers your attributes are important and needed in order for the club to flourish and achieve its goals. When you support one another and work together, your chapter will flourish and grow.

I now pronounce your new officers dully installed. Best wishes for a thriving garden and year.

## Spices

*Props: Spices from a dollar store paprika, parsley, rosemary, cloves, mustard, and pepper.*

The members of \_\_\_\_ Garden Club have shown their faith in you to continue the good work that those before you have started. We witness the installation of these new officers with the wish for their success during their term of office.

Spice is a magical word that has stirred our dreams and aroused our curiosity since the beginning of recorded history. The origin of spices is lost in antiquity; however, you've all heard the saying "variety is the spice of life." Your new officers may be considered the spices, which add variety, flavor, and magic to \_\_\_\_ Garden Club each year.

**Corresponding Secretary** - You are the communication link to the club. Your spice is **paprika**, which when sprinkled lightly adds color and when sprinkled heavily add lots of smoky flavor. Use your paprika to add color and or flavor to your correspondence to get the members attention when communicating.

**Treasurer** - You shall hold and dispense the funds as voted by the club members. Your spice is **parsley**; the color is green like money. It is also an excellent source of vitamin C for "c-notes." Use it generously to flavor and garnish all of your projects.

**Recording Secretary** - It is your duty to keep a record of what is done at the meetings. Your minutes are the history of the club and tell what the club has accomplished. Your spice is **rosemary**, which has a strong flavor and is delicious sprinkled on meat and many kinds of salads. Spice your minutes with rosemary for what is done by the club is for remembrance.

**Vice-President** - It is your duty to perform the duties of the President in her/his absence, assist her/him as requested. You have two spices. Zesty **cloves**, whose delicious scent will attract new members from near and far and **mustard** to add zip and tang to all that you do next year.

**President** - Your club is aware of your many talents, your loyalty, and above all, your kind, generous, and unselfish manner. You will be a good President. Never falter in keeping the rules. Give generously of your time and knowledge. You will be a wise, courteous president. Your spice is **pepper**, one of the most valuable of all spices. Can you believe that peppercorns were once worth their weight in gold? So you, too, as president, are worth your weight in gold! As President, you must, like pepper, impart a gourmet touch to enhance and add zip to all those around you.

## The Butterfly Garden

*Props: flowers or bouquets of: matilija poppies and gailardias; green bark ceanothus and mimulus; pink blossom from bauhinia tree and penstemon spectabilis; Jupiter's beard and sunflowers; lion's tail and mimulus; leucantha, buddelia and duranta.*

All the flowers used in this installation are growing in the butterfly garden. I hope you will visit a butterfly garden to see how the butterflies love these plants.

### Parliamentarian

Your duty is to advise the president and others on correct procedures – having *Robert's Rules of Order, Newly Revised* always within your reach. White is your color – standing for high ideals and peace. These **matilija poppies** may not be white now, but I have asked the buds to turn into flowers later today for you. The bright yellow of the gaillardia will keep you alert as you study the bylaws.

### Treasurer

To you is entrusted the purse. You will be keeping the garden club solvent. This green bark ceanothus with the strong green color of the bark and leaves represent the green money that you will be so carefully guarding. These **mimulus**, "Monkey Flowers," will remind you not to "monkey around" but to get right to business.

### Secretary

You will record in the minutes the work and projects of this organization in a timely manner and with accuracy. This pink blossom is from the **bauhinia** tree, also called the orchid tree. The *penstemon spectabilis* seems to have two colors – purple and pink. Pink is known to be a calming color and we hope you will be calm as you search for the correct words to record in the minutes.

### 2nd Vice-President, Membership

Your road ahead is exciting. These **Jupiter's beard** flowers are prolific. So are the California sunflowers. Just as these flowers multiply rapidly in the garden so will you make your club grow in numbers as you bring in new members.

### 1st Vice-President, Programs

Your enthusiasm and expertise will be an asset to this organization. This **lion's tail** flower with its orange color represents energy and we hope you have plenty of energy as you plan the coming year's programs. There are a few monkey flowers here too. That way the lions and monkeys can be together. Perhaps you will plan a trip to the botanic garden to show the members how this plant grows.

## **President**

As President, you have been elected to the highest office in the \_\_\_\_ Garden Club. Now it is your duty to direct your vision and growth for the next two years. It is my pleasure to give you this bouquet of ***Mexican leucantha, Buddelia, and Duranta*** (sky flower). You will notice these flowers are all in the color purple – the color of royalty – which you now are. We know that you will preside with dignity and bring your wisdom and abilities to this organization.

It is an honor to be elected to serve as an officer of this organization. The members have shown their faith and confidence in your ability and have chosen you to take care of the affairs of this club for the next year.

## **Gardener's Supplies**

*Props: kneeling pad, coffee filters, gloves, 3-prong digger, bag/box of Super Bloom, lattice, Ironite, some rosemary, papyrus, trowel.*

### **President** (*kneeling pad*)

Presides over club and board meeting.

Appoints chairmen of special committees.

The position of President is humbling.

The board and committee chairs make you look good and it is very humbling.

Using this kneeling pad asks you to Plant, Water, Weed & Grow your club.

### **1<sup>st</sup> Vice-President, Programs** (*coffee filters*)

Perform the duties of the President in her/his absence.

You will serve as Program Chairman and have the responsibility of finding the best speakers and topics.

Use these filters in the bottom of your pots to prevent your good potting soil from leaking out.

And use the idea of filters to weed out the bad and keep only the best programs.

### **2<sup>nd</sup> V Vice-President P, Publicity** (*gloves*)

Communicate club events to the media.

Use these gloves to fight your way into the media and help you to handle them with kid gloves.

### **3<sup>rd</sup> Vice-President, Ways & Means** (*3-prong digger*)

Ways & Means looks for new avenues to raise money for the club.

Use this 3-prong digger to cultivate new/fun fundraisers.

### **4<sup>th</sup> Vice-President, Membership** (*Super Bloom*)



You are responsible for welcoming and nurturing new members.  
As we know, Super Bloom is a great help in growing and nourishing plants  
to flower. May your efforts cause your club to Super Bloom.

**Treasurer** (*lattice*)

As Treasurer you keep accurate account of monies and produce reports.  
This lattice will help you keep track of the rows and columns of numbers.

**Financial Secretary** (*Ironite*)

Club Membership is important! Get your dues into *Dixie!*  
Nothing Greens and Grows like Ironite.  
Green dollars from membership dues will grow your club.

**Recording Secretary** (*Rosemary*)

Your responsibility is to record minutes of all meetings.  
Greeks used rosemary to improve memory. May this help you to  
remember and record the minutes accurately.

**Corresponding Secretary** (*Papyrus*)

You send cards to members who are ill and thank you notes, etc.  
With Green being the new buzz word,  
Here is Papyrus from my garden to make your own paper to write on!

**Newsletter** (*trowel*)

You gather and produce the current events and news for your club.  
You will need this trowel to “dig up the dirt” on your club activities and  
share it with your members.

To officers: As you accept the responsibilities of your office we know you  
possess the qualities to blend together for a colorful year of activities.

## Cookies

Would anyone like to taste any of the foods I've brought with me today? Probably not! By itself, each item is not very tasty, and not very useful. But when these ingredients are blended together in the right proportions and prepared under the right conditions, they become something wonderful.

Your garden club is a lot like that. A garden club officer can't accomplish very much by themselves, but when all the officers blend their talents together, their club can become something wonderful too. Just like a cookie, garden clubs come in different sizes, shapes and flavors. The "ingredients" in the club, or the people in the club, make that club special. What are the special ingredients in the \_\_\_\_\_ Garden Club?

**Corresponding Secretary** is like SALT:

Salt is an interesting ingredient. When it is added to the cookie dough, its flavor can't be detected. But without it, the cookies taste flat and unappealing. The Corresponding Secretary is like that. She/he is the club's communication link. She/he is the person who helps remind everyone about meeting details such as location, hostesses and items needed for the meeting. She/he corresponds to the membership with information, events and other things going on in the club.

**Historian** is Like the VANILLA:

Vanilla adds flavor and aroma to the cookies. That rich, sweet aroma lets everyone know that cookies are baking. The historian might be like the aroma of the vanilla. They let everyone know what their club is doing now and record what it has done in the past.

**Recording Secretary** is like EGGS:

Eggs help to bind together all of the ingredients in the cookie dough. Your job is much like the job of these eggs. The minutes you keep so carefully hold together all the details of your club business from month to month. Your minutes also form the permanent record of your club, binding your current members to all of the members who have ever belonged to your club in the past, or who will ever join in the future.

A **Treasurer** is Like SHORTENING:

Cookies just would not be cookies without shortening. It provides richness and tenderness. In a garden club, the Treasurer is the officer responsible for managing the club's riches.

**2<sup>nd</sup> Vice-President** is like the BAKING POWDER:

The baking powder is the leavening agent in the cookie dough. We add leavening to lighten the texture of the cookies. On their own, leavener's bubble and sputter, but really don't accomplish anything. They must be combined with the other ingredients to do their job properly. The 2<sup>nd</sup> VP is the leavening agent for the club. Your job is to lighten the mood of the meeting, help members get acquainted, enjoy each other's company, and help to make meetings fun!

**1<sup>st</sup> Vice President** is like SUGAR:

The sugar is the ingredient in the second largest amount. It adds flavor and sweetness to the cookie dough. The program, presided over by the vice-president, adds sweetness to monthly club meetings.

The **President** is like FLOUR:

In a cookie recipe the flour is the ingredient in the largest amount. It provides the structure for the baked product. In a garden club, the President is a lot like that. The President has the most visibility in a club meeting and the president's leadership sets the structure for the rest of the club activities.

*Please accept this memento of everyone's confidence in you.*

It takes all of the officers working together to make a successful garden club, just as it takes all these ingredients blended together to make a delicious recipe. We have officers who help run meetings. These officers help us learn leadership and teamwork all while we enjoy friendship and have fun!

In order to have a successful garden club, we must carefully mix these ingredients together. Patience, caring, creativity and a willingness to work as a team are also sprinkled in. However, our recipe is still not complete.

\_\_\_\_ Garden club members are the most important ingredient in the club recipe. Long time members and new members .... They all make our club unique. New members have new ideas to share. Before you know it the club recipe has been changed. Now the club recipe is more delicious than before!

I would like each of you to have a cookie from me today, as a reminder that you are ALL an important "ingredient" in \_\_\_\_ Garden Club, *District* and *the state* Garden Clubs! None of these groups would be a successful organization without your talents.

I now declare the officers of \_\_\_\_ Garden Club dully installed!

## Pens

*Props: One pen for each officer.*

Will the newly elected officers please come forward?

Aware of it or not, each of us writes a page for others to see. Some people write pages of love, understanding, and cheerfulness while others write pages that are filled with hatred, intolerance, and bitterness. Our actions, words and deeds become our compositions. Officers of an organization are no exception. Together, they write an entire chapter in their organization's history. To ensure that the pages written are positive, the officers must strive to complete their various obligations promptly and effectively. A successful organization is comprised of dedicated leaders.

Today, the officers of \_\_\_\_ Garden Club, will be given a pen as they are installed. These pens can contribute to the writing of the Club's next chapter when the officers use them to fulfill the duties and tasks of their respective positions.

**Historian** (*Give pen*) As Historian, your pen will be writing the very important chapter of the club's history. May this pen remind you of the importance of the words you write to fill the pages for the future years and members of this club. Congratulations, and may your mark always be permanent and archival.

**Parliamentarian** (*Give pen*) As Parliamentarian, your pen will be writing parliamentary procedure. Making sure the club meetings, the officers and the club members follow the by-laws and procedures, as has been determined by the club. Congratulations and may your mark always be made with precise parliamentary procedure.

**Corresponding Secretary** (*Give pen*) As Corresponding Secretary, your pen will be writing letters, responding to correspondence, sending condolences, get well wishes, birthday cards and email communications. Congratulations and may your mark always be communicative.

**Treasurer** (*Give pen*) As Treasurer, your pen will be signing checks, balancing the checkbook, and making out Treasurer's reports. Some of your other duties include collecting dues and paying bills. The page that you write is in the world of money management. It is a page that will keep members informed as to this club's financial status.

Congratulations, and may your mark always be in the black.

**Secretary** (*Give pen*) As Secretary, your pen & pencil will be constantly taking minutes at Board meetings, and general meetings; your minutes are the records of the club, and you are the keeper of the records. The pages that you write are in the world of club history. They are the pages that will remind members of their club's votes, decisions, and happenings. Congratulations, and may your mark always be in bold script.

**2<sup>nd</sup> Vice-President** (*Give pen*) As 2<sup>nd</sup> Vice-President, your pen will help you keep a list of club projects and fund-raising opportunities. Your duties include fundraising and assisting your President. As you guide the clubs fundraising committee, may this pen remind you of the diversity of opportunities for raising funds for your club. Congratulations, and may your mark always payoff.

**1<sup>st</sup> Vice-President** (*Give pen*) As 1<sup>st</sup> Vice-President, your pen will help you keep a list of club projects. Your duties include chairing the Program Committee and assisting your President. As you guide the program committee, may this pen remind you of the diversity of your membership and help your committee select a variety of programs for the upcoming year. The pages that you write are in the world of growth through education and learning. They are pages that will assist you in bringing challenging programs to your club members. Congratulations, and may your mark always be diverse.

**President** (*Give pen*) As President, your pen will be writing agendas, taking notes, following up on details, making lists, and appointing committees. At times, your pen may never cease to write as you fulfill your many obligations. You must be tactful, courteous, conscientious, and always loyal to your office and your membership. The page that you write is in the world of development. It is a page that will inspire members to reach beyond their past to a new future. Congratulations, and may your mark always be one of encouragement.

Do you, as officers pledge to uphold the objectives and bylaws of \_\_\_\_\_ Garden Club and perform all duties assigned to you to the best of your abilities?

Members, although the officers have been given pens, they do not write the club's next chapter alone. Everyone within this club contributes to the writing process, page-by-page, year-by-year. Members, will you work with your officers and support them, so that the chapter in the club's story, composed during this administration, is the best chapter your club has ever written?

## Flower Bouquet

*Props: Bouquets including baby's breath and a sprig of parsley in each of: stock, delphinium, iris, gold/yellow tulip, gerbera daisy, dendrobium orchid, pink rose, sunflower and one bouquet of all the flowers and a red rose.*

All the bouquets, small and large have baby's breath, which symbolizes the entire membership of our garden club. It is the symbol of purity of heart and of protecting and nurturing – reminding us that we are all in this together for the best for our club and for each other. A sprig of parsley, which stands for useful knowledge is also included.

**Membership Director** I present you with a STOCK.

Its many small blossoms represent the many new members you will be dealing with as our Membership Director. The stock has a beautiful fragrance and just as in nature the fragrant plant lures pollinators for both their benefit, so will you welcome and help the new members fit into our club.

**Recording Secretary,** I present you with a DELPHINIUM.

The European settlers of this country used it to make ink. I think it is fitting for your job as Recording Secretary, whether you keep the club's records with pen and ink or on computers.

**Corresponding Secretary** I present you with an IRIS.

The goddess, Iris, was the symbol of communication and messages. We know you will do your job as Corresponding Secretary, as any goddess would do.

**Treasurer,** I present you with a golden TULIP.

The tulip is the only flower in history used as money during the financial phenomenon known as "Tulipmania" in Holland in the early 17<sup>th</sup> century. The golden color is reminiscent of gold, also used as currency. It is fitting to give this flower to the Treasurer...the one who collects dues, keeps the books and maintains our financial status.

**Director** I present you with a GERBERA DAISY.

This flower represents encouragement and assistance. As Director your experience will guide you to be helpful to the President, the Executive Committee and the whole club.

**Parliamentarian** I present you with a DENDROBIUM ORCHID.

Its many blossoms are very orderly, arranged almost like a ladder on either side of the stem. Your experience with parliamentary procedures according to *Robert's Rules of Order, Newly Revised* will guide you as our Parliamentarian, to make sure the meetings of the club proceed in a fair and orderly manner.

**Past President** I present you with a PINK ROSE.

Roses were cultivated more than 5,000 years ago in Asian gardens. Confucius wrote that the empress of China owned over 600 books on the cultivation of roses. As you serve as Past President, it fits that a flower with such history will represent the help you will be giving through your knowledge and experience. The pink color stands for the friendship you will add.

**Vice President** I present you with a SUNFLOWER.

As the sunflower follows the sun, so the Vice-President follows the lead of the President. As our Vice President, you have numerous jobs as well as helping put together the programs planned for the club's meetings. As our Vice President, you will be available to take the President's place, when needed. We have confidence that you will do well in this leadership role.

**President**

You have been elected to be the President of \_\_\_\_ Garden Club. I present you with this bouquet, made up of all of the flowers given to the E-Board members with the addition of a red rose. Red symbolizes leadership and the rose, besides being a treasured, ancient flower, performs many functions. It grows in many shapes and sizes. It is a perennial that sometimes blooms like an annual. Other times it is a tree, a climber, a bush, a mini plant as well as a giant one. You will find you too will also take on many roles such as a decision maker, an arbitrator, a brake on some ideas and a forger of new ideas. Also added are the Bells of Ireland just for good luck!

The bouquet I present you with is a symbol of the officers and the whole membership you will be working with. As the rose in your bouquet is surrounded by all the other flowers, so will you be surrounded by your officers and the entire membership – your friends and helpers all. We wish you a most successful term!

## Herbs

*Props: Plants of Italian parsley, thyme, basil, sage and oregano, rosemary, lavender, mint.*

To the new board, the membership of \_\_\_\_\_ Garden Club has expressed their confidence in you by electing you to serve and represent them for the coming year.

Yours is the task of working to perform your duties, uphold the objectives of the club and meet new challenges and undertakings.

Each new administration brings fresh enthusiasm, bold thoughts and colorful ideas.

As **President**, you shall preside at all meetings of the club and the executive committee, exercise general supervision of the club, serve as ex-officio member of all committees except the nominating committee, appoint chairmen of the special and standing committees and perform other duties pertaining to the office of President.

As you work hand in hand with the members of your board please accept this gift of **Italian Parsley**, keeping in mind that Hercules chose parsley for his garlands to aid in stamina. It was also used by the Romans to aid digestion among other things.

You will make a wonderful President with your enthusiasm and love of gardening, the members will share that love of gardening with you as our leader.

As **1<sup>st</sup> Vice-President**, you shall serve as Program Chairman and shall perform the duties of the President in the absence of or upon the request of the President.

As you plan out the programs for the coming club year, may these little **Thyme** plants remind you that the Greeks used it for courage, as it had a stimulating effect and was invigorating to the senses. So may it invigorate you and give you courage in finding interesting speakers for the club meetings each month, and also help with timing the speakers.

As **2<sup>nd</sup> Vice-President** you shall serve as Membership Chairman, and shall maintain our membership roster.

As you meet and greet the new members of this garden club and make them feel welcome, may this **basil** plant remind you that in Italy, basil has been and still is a sign of love – traditionally when a someone puts a pot of basil on her/his balcony, it means she/he is ready to receive her/his suitor; in this case, ready to receive new members.



As **3<sup>rd</sup> Vice-President**, you will serve as Ways & Means Chairman. By raising funds through such things as the plant sales twice a year, and various other ways, the garden club can offer scholarships to deserving horticulture students.

As you look upon these plants of **sage** and **oregano**, be reminded that in Roman times these were thought of as wonder herbs for anxiety, exhaustion and irritability.

We know you will do great things in creating new and exciting ways to generate funds for our scholarship fund.

As **Recording Secretary**, you shall record the minutes of all meetings and keep up-to-date the bylaws and standing rules. With this **rosemary** plant, it is known that the Greeks used it to improve their memories and wore garlands while studying for exams, so may it help you with your secretarial duties.

As **Corresponding Secretary** you shall handle all the correspondence for the club. In the absence of the Recording Secretary, you shall discharge the duties of that office. As you plant this **Lavender**, remember it has a fragrance to conjure memories of other times and places; the name is from the Latin verb "to wash," hence used to scent soaps and bathwaters.

As **Treasurer**, you shall be custodian of all funds of the club, receive all monies, keep an accurate account of all receipts and disbursements, co-sign all checks with the President, render a monthly financial statement, chair the Budget Committee and at the June meeting, present a complete report of all receipts and disbursements. As you nurture this **mint** plant, be reminded that the Pharisees paid their tithes with mint. Romans crowned themselves with mint wreaths. It was also used in early Greek herbal treatments and temple rites. The color of this mint – green – suggests the greenbacks you will be handling as Treasurer. Green is nature's stabilizing color in the center of the spectrum of the rainbow.

To all of you – as you accept the responsibilities of your office – we know you possess the qualities to blend together for a colorful year of activities.

## Daffodils

*Props: a bag of daffodil bulbs or a pot of daffodils for each.*

When thinking of a new administration, it brings to mind growth, new ideas, service and friendship, which are all strengthened by the enjoyment of working together.

As incoming officers of the \_\_\_\_ Garden Club, you have the task of carrying forward the goals of your club, understanding the needs of your members, and meeting the challenges of the objectives of your state and national organizations, specifically *"to promote the love of gardening, floral design, civic beautification and both civic and environmental responsibility."* Each of your duties is outlined in your club's bylaws and your willingness to discharge the requirements of your office to the best of your knowledge and ability will ensure a successful term.

I have selected daffodils as the theme for this installation. Daffodils are a very worthy flower for emphasis. According to the Greek legend, daffodils were named for a Greek youth, Narcissus, who supposedly saw his reflection in a pool of clear water, and fell so in love with the image of himself that he continued to sit and gaze at it until he died. The center of the daffodil is said to contain the tears of Narcissus, and where the tears fell, daffodil flowers grew. This legend should give us inspiration for the conduct of our organization. Rather than being inward looking and self-absorbed, as was Narcissus, our officers and members should be seeking ways to broaden our outreach.

The earliest known reference to daffodils can be found around 300 A.D. in writings by the Greek, Theophrastus, in his "Enquiry into Plants," so they have stood the test of time in our gardens. The same is true of those considered to be qualified to serve as officers of the \_\_\_\_ Garden Club. These candidates have been chosen for their experience, dedication and qualifications over the years.

### **Parliamentarian**

As Parliamentarian, you will assist on points of parliamentary procedure when requested and will fulfill required duties as outlined in *Robert's Rules of Order Newly Revised*. As an appointed officer, you will be a non-voting member of the Executive Board. Daffodils are hearty, recurring flowers, and these characteristics correlate to \_\_\_\_ Garden Club's bylaws. Bylaws provide a continuous thread upon which \_\_\_\_ Garden Club is built and provide constant guidance for the club's most efficient functioning.

### **Membership Director**

\_\_\_\_\_, as Membership Director, it will be your duty to keep a record of the membership and encourage members to invite friends to join the club. You will introduce all guests present at meetings and welcome new members on behalf of the club. You will promote the club to gain new members.

Daffodils provide the most dramatic show in the garden when they are grown in groups rather than singly. The same is true for the health of the club – groups of people pursuing a common goal are more successful than individuals, and the aim should be to multiply numbers of members as daffodils multiply in our gardens.

### **Treasurer**

\_\_\_\_\_, as Treasurer, your primary function is to be responsible for the accounting of all monies and for the collection of club funds. You are accountable for all receipts and disbursements and are to furnish regular financial reports to the Executive Board and at regular club meetings. Because many daffodils are golden yellow, these flowers are often associated with wealth. Since daffodils multiply rapidly, ancient lore in England says daffodils are a lucky emblem of prosperity throughout the year. In Wales it is said if you spot the first daffodil of the year, your next 12 months will be filled with wealth.

### **Corresponding Secretary**

\_\_\_\_\_, as Corresponding Secretary, you will prepare all official and social correspondence of the club and act as custodian of all such correspondence except as pertains to membership. In the traditional Japanese medicine known as kampo, wounds were treated with narcissus root. Daffodils are described as “powerful to disperse whatever has collected in the body” just as you will disperse information through the club’s official correspondence.

### **Recording Secretary**

As Recording Secretary, you will keep the minutes, recording the business of the club at club and Executive Board meetings. You will be the custodian of club records, including officer and committee annual reports. An English gardening book states that under good growing conditions, daffodils should outlast us. The same is true of the official record of our organization, the minutes.

### **Vice-President**

As the club’s Vice-President, you will preside at all meetings when the President is absent. Also you will chair the program committee that annually prepares the club’s yearbook. If proven horticultural guidelines are followed for their care, daffodils provide an important contribution to a garden’s design just as good programs add to the design of club meetings.

### **President**

As President, you are in the highest position of authority within \_\_\_\_\_ Garden Club. You are the executive officer of the club and shall preside at meetings of the general club and the Executive Board. You will represent the club at state and region meetings. You will appoint all committee chairmen and are a member ex-officio of every committee, except the nominating committee. As Club President, you are an important connection between the members, the \_\_\_\_\_ Garden Clubs and National Garden Clubs.

The daffodil in our garden symbolizes rebirth and new beginnings. This is true in the \_\_\_\_\_ Garden Club when a new president assumes office. Daffodils are also a symbol of friendship according to "The Language of Flowers," and you will be that symbol of friendship to all club members during your term. Do you understand the duties required of you and are you prepared to perform them to the best of your ability? If so, please say "I do."

To the new board:

A gift of Daffodils is said to assure happiness, just as a gift by all of you of your time and talents during the next administration will assure good fortune to the \_\_\_\_\_ Garden Club.

## Blue Star Memorial Program

*Props: list of your state's Blue Star Marker locations, Pledge of Allegiance written out or a flag, photo of Blue Star markers, photo of marker dedication, Blue Star marker order form, dedication invitation, dedication program.*

Recently it came to my attention that there are garden club members who have not heard about the Blue Star Memorial Program of National Garden Clubs. That is why I've chosen as the theme for this installation "The Blue Star Memorial Program" instead of a more traditional installation ceremony – in order to inform you about the program.

National Garden Clubs adopted the Blue Star Memorial Highways project in 1946 to honor veterans of World War II. Today there are three types of Memorial Markers, and all are a tribute to the men and women in the Armed Forces who have served, are presently serving and will serve in the future.

1. The original large Blue Star Highway Memorial Markers are placed only on dedicated highways. One of the rules of the national program is that the route must be so designated by the state legislature before the marker may be installed. Individual clubs and districts within our state have dedicated \_\_\_\_\_ *(add number in your state)* of these highway markers throughout \_\_\_\_\_ *(state)*.
2. An identical Memorial Marker, minus the word "highway," was approved in 1996 for dedication at National Cemeteries or V.A. Medical Facilities. In 2004 state veterans homes and selected cemeteries where veterans are buried were approved for memorial markers.
3. The Blue Star Memorial By-Way Marker, approved in 1994, is to be placed in parks, historic sites and civic areas. XX have been placed in our state. I have copies available of all of the Blue Star locations in our state.

Garden clubs throughout the nation have dedicated hundreds and hundreds of these Blue Star Memorial Markers. As a by-product, garden club members have helped beautify highways, parks, civic and historical grounds, national cemeteries and V.A. Medical Facilities across America where these markers are installed.

A club wishing to dedicate a marker provides funding for the marker and for its installation. *Optional: Our state has established a Blue Star Memorial Fund to assist clubs or districts with financial assistance, if needed, to purchase and/or refurbish Memorial Markers.*

We are privileged to live in the most wonderful nation on the face of the earth. We must continue to appreciate that and continue to remember those who helped make it so. That is what this is all about. A Blue Star Memorial dedication is patriotic, emotional, beautiful, musical, important and memorable. Now we are going to plan for one by giving the officers the necessary duties to perform in preparation for our pretend dedication.

## **Newsletter and Publicity**

You must listen carefully to this installation because when all plans are in order, you will publicize our Blue Star dedication to other garden clubs in the area and put articles in local newspapers and publications so that we have a good attendance. You won't be the first to publicize a Blue Star dedication. Here is the list in our state alone!

## **Parliamentarian**

You will invite someone to lead the attendees in the Pledge of Allegiance to the Flag of the United States of America. You might stress proper flag etiquette by asking attendees to have their hands free and not be holding anything in their hands while they give the Pledge of Allegiance to our flag.

## **Garden Tour Chairman**

You must search for a group to present the colors. It could be a retired or currently serving color guard from the Armed Forces. Your budget should also include beautification of the site with plants and/or flowers. Think red, white & blue.

## **Historian**

You will read the history of the marker so that all in attendance will understand the importance of what we are doing. Arrange for a microphone so that all will hear you. Notice the large crowd in the **photo** – they all want to hear you.

## **Tour Treasurer**

You must arrange the finances for the marker and the installation. This **order form** tells the details – large markers (41" high by 45" wide, made of cast aluminum and identical on both sides) are \$\_\_\_\_\_ (*add current price*) and by-way markers 12" x 20" are \$\_\_\_\_\_ (*add current price*).

## **Treasurer**

You will arrange for the installation and to do this you will need to employ a craftsman. Here is **a photo** of the Blue Star By-Way Marker that our club (*or district or state*) dedicated in \_\_\_\_\_ (*add year*) at \_\_\_\_\_ (*add location*).

## **Corresponding Secretary**

You will create and distribute **the invitation** for the guests to ensure a large attendance. Also invite a clergyman to give the invocation and benediction to give an appropriate beginning and end to our program.

## **Recording Secretary**

You will publish **the program** that will list all the activities and will be given to all attendees. Red, white and blue ink colors are most appropriate here.

## **2<sup>nd</sup> Vice-President**

Your duty is to arrange for the music. Often a piper playing the bagpipes or a trumpet player is featured. Imagine the thrill of Taps, Amazing Grace or this special music in an outdoor setting for this patriotic dedication. And don't forget a vocalist for the Star-Spangled Banner and America the Beautiful.

## **1<sup>st</sup> Vice-President**

You will invite a state or local official or other important dignitary to accept the marker. This will involve an appropriate letter and to assure attendance, a follow-up phone call just prior to the dedication.

## **President**

You will welcome the crowd with your greetings. You are in charge of seeing that your officers carry out their assignments. To help with your overall planning, here is a composite photo of the (*district*) dedication in \_\_\_\_\_ (*add year*) at \_\_\_\_\_ (*add location*).

Now for the rest of the club – you have responsibilities too. One of you knows a veteran who will be willing to give a military tribute. This is sometimes an emotional tribute given by the person who has served in the military. And of course, you must plan for a reception following the ceremony with refreshments.

Now the planning is finished and you have learned about this important Blue Star Memorial Marker dedication. I ask each of you to consider these assignments for this pretend dedication.

## Birds

It is my privilege today to install the officers for the \_\_\_\_\_ Garden Club for the upcoming 20XX-20XX administration. To those who are the current officers, thank you for the leadership that you have provided to your club. The members who have accepted the board positions have a tremendous responsibility of continuing the efforts of their predecessors in promoting fellowship, friendship and support in the many areas of this club.

Each position is so unique and special in the leadership and future of your club, so today I'm including a collection of Audubon birds to highlight the differences.

The Ruby-throated Hummingbird is a brilliant, tiny, precision-flying creature that glitters like jewels in the full sun, then vanishes with a zip toward the next nectar source. Just as this bird beats its wings about 53 times a second, our Publicity Chairman's job is also never done. From the beginning she/he announces our new Board and new members, with activities all year long, the **Publicity Chair's job** is never done in highlighting our club's many events for the public.

The Northern Cardinal is a mid-size songbird and with its perfect combination of familiarity, conspicuousness, and style, the cardinal is breathtakingly beautiful. As it is often said that if a Cardinal is spotted in your yard, it's a visitor from heaven, our **Corresponding Secretary** makes sure our members know we are thinking of them during tragedy and also during happy times. She/he will also be tasked with all correspondence with other clubs and organizations making sure our club stays gracious and thoughtful.

The Mockingbird is known to sing almost endlessly, even sometimes at night, and is most well-known for mimicking the songs of other birds and the sounds of insects and amphibians, often loudly and in rapid succession. Our club has its own version of the Mockingbird in our **Recording Secretary** who will work diligently in recording our meetings and keeping the records and minutes of our club in perfect order.

The Red-Headed Woodpecker is so boldly patterned it has been called a "flying checkerboard." This bird is a fierce defender of its territory and is known to store its food and cover it with wood or bark. Just as you can hear the Woodpecker announce its presence in the woods, our **Fundraising Chairman** will announce the call upon the public to help our club raise funds for our club year.

The Blue Jay is a common, large songbird familiar to most people. They are known for their intelligence and complex social systems with tight family bonds. Like the Blue Jay, our **Membership Chairman** has a strong connection with our family of garden club members and will work tirelessly to keep accurate membership records and keep tabs on who is in good standing and who is not.

The Black-Capped Chickadee, known for its curiosity for just about everything, has a habit of investigating people and everything else in its home territory. This



bird is known for hiding seeds and other food items to eat later, with each item being placed in a different spot. Just as the Chickadee can remember thousands of its hiding spots, so too can our **Treasurer** as she/he watches over the accounts and books of our club with a close eye always helping the membership spend our money wisely.

The Painted Bunting is known for its feathers which are a vivid fusion of blue, green, yellow and red. These birds are often caught and sold illegally as cage birds in Mexico and the Caribbean because of their beautiful colors. This bird is a sight to see, just as our **Azalea Festival Chairman** makes Pike County a sight to see for the month of March each year. This chairman will highlight our area and showcase the beautiful colors of spring.

The Great Horned Owl, also known as the "hoot owl," is a nocturnal creature sometimes spotted at dusk sitting on fence posts or tree limbs at the edges of open areas. Just as the Great Horned Owl sits back and watches, so will the **Advisors** as they work both day and night to answer any question the President or Board might have.

The Wood Duck is one of the most stunningly pretty of all waterfowl. It is one of the few duck species equipped with strong claws that can grip bark and perch on branches. Just as the Wood Duck can get a strong grip of its surroundings, so too can our **Judges Representative**. She/he has gone above and beyond in getting her/his flower show judges' certification and she/he keeps a record of our club's judges as well as helps facilitate the judging process for the annual flower show.

The Bald Eagle, a regal bird, is the national emblem of the United States since 1782 and a spiritual symbol for native people for far longer than that. Just as the Bald Eagle perches high for all to see and swoops down in awesome display, the **Parliamentarian** will swoop in to aid the club in matters of parliamentary procedure.

The Wild Turkey is a beautiful, magnificent large bird well-known for its male using their huge tail feathers for display... and what a display it is. Just as the Wild Turkey's display of its fan is unmistakable, so is the display of our 1st Vice-President. With the task of delivering a flower show theme and building a flower show from its horticulture to its designs, the **1st Vice-President** is sure to create a beautiful display for the public.

The Sparrow is a territorial bird that will aggressively protect their nest. It is a spirited bird that symbolizes joy and protection. Teamwork and hard work are what makes them productive and successful.

The Hawk displays broad, rounded wings, who likes to soar high in the sky, watching closely below. This feathered friend will fly above for hours, but once needed, it won't hesitate to swoop down quickly to help take care of business.

The Purple Martin characteristically is seen flying and gliding through the air. Its rapid movements allow it to benefit those of us below, as one of their main "treats" is mosquitos. They are also known for their graceful and musical songs in its' pre-dawn singing.

The House Wren is bubbly, energetic, just like the rapid sounds of their songs. This familiar backyard bird tends to build several nests each spring before deciding what to settle. Once chosen, this small bird is confident that it will hatch a family and promote future generations of small happy birds.

The Quail is a small ground bird with many shades of brown feathers which help it to hide from environmental threats. It is a small ground nesting bird that is more often heard rather than seen. They tend to gather in coves for warmth and protection.

The Red-headed Woodpecker is a fierce defender of its territory, also known to store its food and cover it with wood and bark, for safe keeping. Just as you can hear the "tap, tap, tap" of the Woodpecker as it announces its presence in the woods, this officer, as \_\_\_\_\_ will call upon her/his members to assist whenever needed.

### **President**

Each of these birds has one thing in common in the fact that they all go home to their "nest" – Our President provides the nest for each of our Board members. The President becomes the "go to" person for all matters that come before the membership and she/he works with the Board members to make the best decisions for the club as a whole. If you will place the nest on the table and each of the officers will place their bird in the nest.

The \_\_\_\_\_ garden club (group) has members, clubs, districts and state volunteers scattered throughout unique geographical areas with dedicated members throughout. These volunteers are giving their time and talent by serving as leaders in both this organization and their communities. Thank you to each of these members for volunteering to fill these roles to make \_\_\_\_\_ Garden club a successful, thriving group.

As E.E. Cummings once said, "I would rather learn from one bird how to sing than to teach 10,000 stars how not to dance." Under these ladies' leadership and \_\_\_\_\_'s role as president, I know \_\_\_\_\_ Garden Club's year ahead will be filled with songs of praise as we beautify \_\_\_\_\_.

## Trees

*Props: wooden shapely trees*

### **Outgoing President**

You have directed this club with wisdom and grace through these last two years in your own distinctive style and manner. Thank you for your many hours of service and guidance.

**New Officers:** Now we look to the future with hope and assurance of renewed life. Each year the tree gallantly swells its buds and unfurls new leaves. As the leaves grow, we have assurance of another year to prosper. Trees with their growing branches remind us of our continual need to reach out and broaden our perspective. Without this renewal each year, the tree would not be as dependable.

Trees give much – shade, oxygen, shelter for birds, food for insects, a playground for squirrels and a telegraphing system for woodpeckers. Trees are strong enough to take a beating. They bend in the wind, huddle their leaves from hailstorms, absorb our carbon and withstand invasive predators.

Will the new officers please come forward to be installed.

### **2<sup>nd</sup> Vice-President**

You have been elected to work closely with the president, to share your ideas with the Executive Board and any other tasks accorded this office. As Membership Chair, you are responsible to welcome new members, encourage active participation and lighten the atmosphere within the club. Yearbook: Your duty is to compile and publish the yearbook in order for members to know upcoming programs and have contact information of fellow gardeners.

The **BEECH TREE** is your symbol. It represents *creativity*. You are concerned about how others feel and desire a good life for all members. You are challenged to increase your knowledge and to gain experience as you step into this position.

### **Treasurer**

You are to carefully manage the financial affairs of the club, maintain a balanced check book, record disbursement of funds, deposit income and produce regular financial reports.

The **CHESTNUT TREE** symbolizes *honesty*. It is handsome, but does not want to impress, has a well-developed sense of justice and interest in diplomacy.

### **Recording Secretary**

You are to keep accurate and concise records of the business of club meetings, retain them for historical reference and keep a current set of bylaws. Yours is the **PINE TREE**, known as the *particular*. You know how to make life comfortable for others, are good natured, trustworthy and practical.

### **Corresponding Secretary**

You have the task of expressing good will of the club in attending to general correspondence. You are to always keep membership up-to-date and available. Your responsibility is to edit and produce the club's newsletter and conduct other communication when necessary.

For you is the **MOUNTAIN ASH**, also known as the ROWEN TREE, the tree of *sensitivity*. Full of charm and cheer, the tree is both dependent and independent; it stands for good taste and artistic ability.

### **1<sup>st</sup> Vice-President**

You are to stand ready to assist the president in the performance of those duties as a loyal supporter and assistant. Should the occasion arise, you will preside in the president's absence and take on those roles if necessary until the next election.

You share in the club's growth by selecting programs to balance the horticulture, design, and conservation interests of its members.

The **CYPRESS TREE** symbolizes *faithfulness*. It is strong, muscular and adaptable. It takes what life has to give, showing contentment and optimism.

### **President**

As elected president, you have been chosen to lead this club. Your role is to guide the club, develop and encourage future leadership by inspiring others to put forth their best efforts. You will preside over meetings, adhere to the bylaws, uphold the aims and goals of the club, and promote harmony and friendship. As president, you represent the club not just to the surrounding community, but also within the Garden Club Federation and National Garden Clubs.

The **MAPLE TREE** stands for *Independent of Mind*. The tree is full of imagination and originality, ambitious, hungry for new experiences. These qualities, combined with the ability to bring along the club into new adventures and seeing the positive light, make an inspiring leader.

*Gavel transfer by past present to newly elected president.*

### **AFFIRMATION**

Do you understand the duties of your office, seek to help in the growth and development of the garden club, promote friendship within and will faithfully execute the duties of your office? If so, say "I do."

### **Club Members**

Club members, will you support the officers and give your own commitment to further the interests of this club? Will you be faithful in attendance at meetings and be enabling to one another? Please respond with "I will."

In this forest of varying trees with all the understory represented by you, the club members, will yield a strong and forward footing. Are you ready to venture into this \_\_\_\_\_ GC forest, restoring its vigor and growth? Please reply, "We will grow together."

Congratulations. You are now duly installed officers of \_\_\_\_\_ GC.

Be like a tree.  
Stay grounded.  
Connect with your roots.  
Turn over a new leaf.  
Bend before you break.  
Enjoy your unique natural beauty.  
Keep growing.  
~Joanne Raptis

## **District Officer Installation: Rainbow Scarves**

A rainbow is made of six different colors - red, orange, yellow, green, blue, and purple. Each of these colors is exquisite. However, when they all come together to form a rainbow, they become unequaled in beauty. Likewise, districts consist of many types of people. Each person is unique, and when joining a district, a new member becomes a part of a colorful group unequaled in strength.

Although there are only six colors in the spectrum, there are over two million tints and shades of these basic colors. The tints and shades of the colors can be compared to the many talents and skills that individual members bring to a club. Some members have creative abilities, some have organizational skills, and some have leadership qualities. Today, the officers will be installed using the colors of the rainbow.

Just as each color of the spectrum is distinctive, each office of this club has specific tasks. When officers successfully perform their duties, they help keep their district running smoothly. Will the new officers please come forward?

### **Immediate Past Director Red scarf**

The color red symbolizes the Immediate Past Director. Red represents energy, vitality, and perseverance. It is also known as a sacrificial color, indicating one's willingness to give of oneself. As immediate past Director you will need to be available to the Director to answer questions and assist the Director when she/he needs information or advice.

May the red color give you the energy, vitality and perseverance needed to fulfill your obligations.

### **Parliamentarian Orange scarf**

The color orange symbolizes the parliamentarian. Orange is intuitive, considerate, thoughtful and insightful, showing tenderness and kindness with its empathy, sensitivity and understanding. As parliamentarian, your duties include helping the Director lead the membership in the correct and proper manner of running a meeting, comprehending the by-laws and settling issues.

May the orange color always remind you to be sensitive and understanding as you correct and oversee the meeting and by-laws process.

### **Secretary Yellow Scarf**

The color yellow symbolizes the reporter. Considered to be a bright and optimistic color, yellow stands for thought and mental concentration. As secretary, your duties include keeping an accurate record of this District's growth by listening closely, recording the business of the District and the attendance of its members. You are a vital link to others in District II through letters, meeting minutes and District correspondence.

May the yellow color give you the mental concentration and optimism needed to fulfill your commitment.

### **Treasurer GREEN scarf**

The color green symbolizes the treasurer. Green is the color for growth, life and MONEY. As treasurer, your duties include collecting all dues and monies for the District, paying all approved District bills, keeping accurate District financial records and helping to grow the "money." You will be giving of yourself in many ways to this District as you handle its financial responsibilities.

May the green color remind you of the importance of life and growth needed to fulfill your commitment.

### **Assistant Director Blue scarf**

The color blue symbolizes the Assistant Director. Blue represents healing love, faith, loyalty, and inspiration. Blue is a calming color.

As Assistant Director, you are in training for the office of District Director. Your faith and loyalty are important to this District's members, and especially to the Director, who will rely on you for help. As the Assistant Director, you will inspire members, old and new, to become active in the District. As a source of healing love, you must strive to keep members in harmony about projects and goals.

May the blue color give you the inspiration needed to face the challenges of this office.

### **Director Purple scarf**

The color purple symbolizes the Director. Purple represents leadership, greatness and unselfish efforts. A regal color, purple is associated with royalty or persons of high rank. As Director, you will be treated royally, for you have been elected to the highest office in our club. Being Director is an honor and a privilege, but, with this esteemed office, come many responsibilities. Duties of the office include presiding at all meetings, dealing with internal District matters and handling any District crisis. As Director, you are also this District's representative to the state organization.

May the purple color remind you to give unselfishly of yourself as you lead this District.

### **Members**

During this ceremony, each officer has been installed with a different color. Alone, each color is striking, but when the colors come together, a larger more beautiful entity occurs.

*Pull all the scarves together.*

A rainbow is created. Each color is needed to make this rainbow, just as each officer is necessary to make this District run properly. Members, you are also a part of the rainbow. You are the tints and shades of these basic colors. You bring various talents and skills to this District. Work with our officers, and together you can make this District a beautiful rainbow.

I now present your 20XX-20XX District Officers duly installed.

## District Officer Installation: Cereals

### Recording secretary

Acting as the club's secretary is a big responsibility, for it is you that will keep all the official minutes of our meetings. If questions arise regarding anything from past meetings, it is up to you to have an official record of the meeting. You deserve a "toast" in advance for your hard work. This box of **Cinnamon Toast Crunch** is to remind you to keep the club records in order and "Crunch" those minutes.

### Treasurer

You are the custodian of all District monies. You will be required to keep an up-to-date treasurer's book, accounting for all money collected and any expenditures. You must see that any bills presented and approved by Executive Board, will be promptly paid, and you should have an up-to-date report on the club's financial status for each meeting. You may need a little "luck" to spot that pot of gold in the club account. These **Lucky Charms** will remind you of the importance of the club treasury.

### 2nd Assistant Director

As 2nd Assistant Director, you will be assigned duties as assigned by the Director and the Executive Board. One of the duties will be to take charge of all District correspondence, specifically, thank you notes, get well cards and sympathy cards. You may come to feel that you are a "Jack" of all trades this year. This box of **Apple Jacks** will remind you of your many jobs while serving as 2nd Assistant Director.

### 1st Assistant Director

As 1st Assistant Director you will serve as Assistant to the Director and help with any District duties. You will also serve as District's program chairman, assist the Director in planning and hosting the District meetings and be in charge helping the hostess clubs fulfill their responsibilities for each District meeting. This box of **Captain Crunch** is to also remind you that you will have to fill in for the President if we are ever in a "crunch" and the President is absent.

### District Director

As District Director, it is your responsibility to preside over all general meetings. In order to keep all members engaged and the meeting moving along, you may need to have a few "Trix" up your sleeve. This box of **Trix** cereal will be a reminder for you as Director to do your best when leading club meetings and to ensure that \_\_\_ District has a successful term.



## **Region Installation: No theme**

**Advisor.** You are the voice of experience to the Executive Committee and will be the one to share your experience and knowledge to help the Region continue to grow.

**Parliamentarian.** You will act as the one to steer this Executive Committee with your knowledge of parliamentary procedure while interpreting bylaws and standing rules of the Region.

**Corresponding Secretary.** You will be the one under the direction of the Director to communicate with others in a timely manner and to respond to correspondence for the Region.

**Treasurer.** Well the buck stops with you. You will be the one to monitor our bank accounts and receive revenue as well as make necessary payments.

**Historian.** Where we are going often depends on where we have been. You will be the one to record a map for us to follow by keeping a history of the events and happenings of the Region.

**Recording Secretary.** You are the one person that must keep accurate minutes so we will remember what was done and by whom and what must be done and by whom. You will be the one person responsible for the minutes of the meeting of the Region.

**Alternate Director.** You are number 2. You will be the one to take the place of our Director should she/he not be able to complete her/his term. You will be the one to step in and take over or represent the Region should she/he not be able to do so or should she/he require this of you.

**Region Director,** you ARE number 1. Numero Uno, The big Kahuna! We will look to you for direction in the Region. With the help of your Executive Committee, you will conduct the business of the Region. You will represent the Region as you visit the states. Under your direction, we will expect the Region to progress and achieve your goals. The responsibility as director may be difficult but will always be rewarding as you reach out to other individuals.

## **Region Installation: Red, White and Blue**

*Featuring succulents with trimmings of red, white and blue.*

### **Parliamentarian**

You must remain tough and strong. You will give advice on parliamentary procedure, review the agendas, review the minutes, and serve on the Organization Study Committee. Your blossom is red – the strongest color we know and we know that you will be strong in your commitment to this organization. And I might add – you will serve our Director well!

### **Historian**

You will coordinate information for National Garden Clubs' History Book. That will assure that our memories will be included in history. This blue lavender blossom represents cool and will help you stay cool as you gather the necessary information.

### **Treasurer**

To you is entrusted the purse. You will be keeping the Region solvent. These plants with the strong green color represent the green money that you will be so carefully guarding. The bright yellow flower will help to keep you awake as you put final touches on the budget. And remember, your expertise in this position is appreciated.

### **Corresponding Secretary**

Repetition will be part of your responsibilities as you repeat the president's wishes in your notes and letters. This *Gaillardia* flower knows about repetition and detail also. Look at the regular rows of circles and separate colors. These colors will give you pleasure as you prepare the CALL for the meetings.

### **Recording Secretary**

You will record in the minutes the work and projects of this organization in a timely manner and with accuracy. Your *Dianthus* blossom is pink. Pink is known to be a calming color and we hope you will be calm as you search for the correct words to record in the minutes. Your skills are already known and we salute you

### **Alternate Director**

Your enthusiasm and expertise will be an asset to this organization. This *Westringia* with its lavender color has many flowers - just as you will have many duties and will serve faithfully as the Alternate Director.

### **Director**

You have been elected to the highest office in the Region of National Garden Clubs. Now it is your duty to direct your vision and growth for the next two years. It is my pleasure to give you this BIG succulent because you will have the BIG JOB. You will notice these flowers are all in the color purple -- the color of royalty – which you now are.

# Leadership Tips

## **Don't Fight with Mike – Just Use Him!**

Microphone Usage – Tips and Techniques

~Robin Pokorski

### **How to use a microphone to your advantage**

- Familiarize yourself with the microphone prior to the meeting (is it a “hot” mike or a forgiving one).
- Go over points in notes just prior to going “on.”
- Step to the microphone and adjust the height.
- Lower the pitch of your voice – lower voices are easy to hear than high pitches.
- Use greeting as a gauge to volume – arrange for a friend to indicate volume needed from the back of the room – it’s very hard to gauge your own volume.
- Command the audience with clear, concise authority – keep your volume level consistently high.
- Speak loudly, clearly and slowly – it’s OK to have pauses in your delivery; you don’t have to fill every moment with noise (ah, um, and ah).
- Keep papers out of your hands so they don’t rustle near the mike.
- Use a folder to support your speech, report or paper so it doesn’t rustle about.
- Keep your voice at the mike – even if you need to turn your head - wandering on and off the mike loses your message.
- Lead applause with your words – not with a mike in your hands.
- Repeat any question presented to you from the floor (as some in the back of the room may not have heard the question).
- If it is getting noisy in the audience you are probably going too fast, too slow, too quietly or toooooooo long.
- Keep strictly to time limits. Once the bell is sounded, you have lost your audience.

### **How NOT to use a microphone**

- Don’t lean over into a mike – adjust the height.
- Don’t lead off with “I hate these things” or “I think you can all hear me” - don’t waste time expressing your dislike of microphones.
- Don’t spit or blow into mike as a test.
- Don’t speak to someone nearby within pickup range of the microphone.
- Don’t hold on to the microphone for dear life.

- Don't wear heavy metal jewelry on your chest.
- Don't applaud with papers in the same hand as the mike – it will make rustling noise.
- Don't answer a question without repeating it.
- Don't swing head side to side.....only the word you speak in front of mike will be heard.
- Don't laugh at a private joke with someone. Be very careful of "inside" jokes – it appears that the speaker "knows" things others don't.

***If you want your message heard use the microphone or  
create a handout.***

## **INTRODUCING SPEAKERS, PRESENTING AND ACCEPTING AWARDS**

~Excerpts from Toastmasters.org

### **INTRODUCING SPEAKERS**

Try these quick tips for delivering thoughtful speaker introductions:

- **Find out how long your speaker is prepared to speak**, and make sure you have allotted the appropriate amount of time to accommodate the speaker's topic AND the attention-span of your audience. There is nothing more embarrassing than having to stop a speaker in the middle of his or her talk. But you don't want your members nodding off, either.
- **Don't steal the show** by making the introduction too long (60 seconds or less is sufficient), or by speaking on a topic that is in no way related to the speaker.
- **Grab the audience's attention** with a great opening. This can be an inspiring quote, a humorous anecdote, or an impressive milestone the speaker has achieved.
- **Briefly mention the topic** the speaker is addressing, but don't reveal too much about his or her speech.
- **Establish the speaker's authority and expertise.** This information will help solidify with the audience the speaker's credibility as a subject matter expert.
- **Finish with saying the title to the speaker's talk, if appropriate, and then the name of the speaker.** Then, lead the audience in applause to welcome the speaker and, again at the end of the talk, to thank the speaker for a job well done.
- **Always verbally thank the speaker and, if possible, extend to your speaker a small token of your appreciation.**

## **PRESENTING AWARDS**

Highlight the value of both the award and the recipient. To create a memorable presentation, explain the criteria for the award and how the recipient met those criteria. Here are a few additional guidelines:

- **Tell a story** about the significance of the award.
- **Pronounce names** of the recipients correctly.
- **Provide background** on the recipient.
- **Hold the award respectfully** and hand it to the recipient as if it were a treasure.
- **Wait to invite the recipient** to the lectern until after the formal introduction.
- **Stand so the audience can see** the recipient and the award clearly.
- **Lead the audience in a well-deserved ovation.**
- **Allow the recipient time to formally accept the award** – see below.
- **Always lead the audience in applause after the recipient speaks.**

## **ACCEPTING AWARDS**

Whether you're accepting an Oscar, community or club recognition, below are some proven tips for delivering a powerful acceptance speech for any type of award:

- **Show your personality.** Your acceptance should come from the heart.
- **Be gracious.** Acknowledge the good work done by others in your organization and thank those that selected you for the award.
- **Show excitement.** You don't have to climb over chairs or even cry, but everyone should recognize that you're happy to have won the award.
- **Be modest.** Your acceptance should be heartfelt but not self-congratulatory.
- **Don't be too long-winded.**

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# Parliamentary Tidbits

## Parliamentary Verbiage Cheat Sheet

PO = presiding officer      aye = pronounced "eye"

### Motion Process

PO: The question before you is that we plant a maple tree in Grant Park. Is there debate? With no further debate then all in favor, please say aye; and those opposed say no.

Thank you. The ayes have it and you have voted to....

Or

Thank you. The noes have it and the motion is defeated.

The next item of business is.....

### Unanimous Consent or General Consent

PO: Are there any corrections to the minutes? (*Pause, look around room.*)

Hearing none the minutes will be accepted as distributed (printed, posted, etc.)

### Calling for the Question or Previous Question

Member A (*stands and waits to be recognized*): I call for the question.

PO: The question has been called which means that an affirmative vote will end debate and we will proceed to the vote on the motion. All in favor, please say aye; and those opposed say no. The ayes have it and you have voted to end debate. (*without stopping no matter if someone has their hand raised or has risen*) The question now before you is (*take the vote on the motion under discussion*) ..... all in favor, say aye; and those opposed say no. The ayes have it with a 2/3 majority vote and you have voted to.....

### Point of Information

Member A: Madame/Mister President, a point of information.

PO: State your point.

Member A: How much money was raised at last year's event?

PO: Thank you. Will the chairman of the finance committee please speak to this question.

### **Point of Order**

For example, when the discussion has ventured too far afield from the motion....

Member A: Madame/Mister President, point of order, I thought we were discussing the tour.

PO: Thank you. Yes, we have strayed too far from the debate on the motion on the floor. Is there further debate germane to the motion?

### **Tabling the Question**

While debating a motion, the speaker arrives.

Member A (stands and waits to be recognized): Madame/Mister President, I move to table the motion as our speaker has arrived.

PO: The motion before you is to table the motion to plant a tree in Grant Park. (*No debate*) All in favor, please say aye; and those opposed say no. The ayes have it and you have voted to table the motion.

**OR**

PO: Without objection, we will table the motion to plant a tree in Grant Park as our speaker has arrived. (*Pause, look around room*). Hearing no objection, we have tabled this motion.

*Speaker presents program. Then...*

PO: Is there a motion to take the motion to plant a tree in Grant Park from the table?

Member A: I move to take the motion to plant a tree in Grant Park from the table.

Member B: I second the motion.

PO: It has been moved and seconded to take the motion to plant a tree in Grant Park from the table. All in favor, please say aye; and those opposed say no. The ayes have it and you have voted to take the Arbor Day motion from the table.

PO: The motion before you is to plant a tree in Grant Park. Is there further debate? (*debate etc.*)

**OR**

PO: Without objection, we will take the motion to plant a tree in Grant Park from the table. (*Pause, look around room*). Hearing no objection, we will resume deliberation of the motion to plant a tree in Grant Park.

### **Postponing a Motion**

While debating a motion, there are too many unanswerable questions (without further research).

Member A (stands and waits to be recognized): Madame/Mister President, I move to postpone the motion until next month (or until the cost of delivery has been established).

Member B: I second the motion.

PO: The motion before you is to postpone the motion until next month to plant a tree in Grant Park. Is there debate? All in favor, please say aye; and those opposed say no. The ayes have it and you have voted to postpone the motion until next month.

**OR**

PO: Without objection, we will postpone the motion to plant a tree in Grant Park to next month. (*Pause, look around room*). Hearing no objection, we will resume deliberation of the motion to plant a tree in Grant Park at our next meeting.

~Robin Pokorski