



## INSTALLATIONS

2011-2013

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## **INSTALLATIONS**

An election is not legalized by an installation. It gives the members an opportunity to express their appreciation to the outgoing officers, for their work and accomplishments.

The incoming president (if election is already held or assured) should be consulted on the choice of the installing officer. A national, state, or county council officer of the organization, a school principal, or a past president of the unit may install. The name of the “Installing Officer” should appear on the printed program.

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## **GENERAL PROCEDURES**

1. Outgoing president says a few words about the term of office, thanks the board, and then introduces the installing officer.
2. Installing officer thanks outgoing officers, who rise for applause.
3. Actual installation is accomplished up the line of officers, with appropriate comments for each office.
4. Installing officer presents gavel to incoming president with a few words indicating the gavel is the symbol of office, etc.
5. Outgoing president steps up to pin the new president and at this time offers congratulations. (If the new president wishes to say a few words, this is the time to do so).
6. Installing officer declares the new officers duly installed, then turns to the assembly – asks them to stand to greet the new officers and pledge their loyalty and allegiance, by applause.
7. New president may close meeting, if this is usual – if precedent has been set that outgoing president completes the meeting, handle in that manner.
8. Look in the bylaws for when the new officers assume official duties of office.

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## SHORT INSTALLATION

Before we install the new officers may we take a moment to thank those who are completing their term of office. We know they have given much of themselves in serving the PTA and the children in this community. Let us say thank you to them by applauding. (**Mention each by name.**)

### **WILL THE NEWLY ELECTED OFFICERS PLEASE COME FORWARD?**

Will you as officers of this parent-teacher association hold the welfare of children and youth paramount in all that you do? Will you so represent the \_\_\_\_\_ (name of local), the New Jersey Congress PTA and the National Congress PTA that the dignity and worth of parent-teacher work may be upheld before the community and to the honor of those who have elected you?

**(Officers reply: I will)**

Will you in discharging your office, uphold and advance the ideals of democracy, transmitting them as far as lies within your power to all with whom you come in contact?

**(Officers reply: I will)**

As officers of the parent-teacher association you hold responsible positions. The duties and opportunities for service that await you will challenge your devoted effort. I acknowledge your intention to serve faithfully and to the best of your ability. With sincere pleasure, I declare you duly installed officers of the \_\_\_\_\_ (name of local), a local unit of the New Jersey PTA and of the National Congress of Parents and Teachers.

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## NEW LOCAL UNIT INSTALLATION

Members of the \_\_\_\_\_ (name of local), you have elected these leaders as the first officers of this newly formed PTA. They need your encouragement, you loyalty and your cooperation to help them carry forward the work of this association.

### **To the new Officers...**

You have been elected by the members of this PTA to serve for the next \_\_\_\_\_ years. You have accepted responsibilities over and above the usual duties of a member of this association. Work together as a team to fulfill this challenge as new opportunities and experiences await you this coming year. Your first responsibility is to uphold the Objects as set forth by the National Congress of Parents and Teachers.

It is my pleasure to declare you duly installed officers of the \_\_\_\_\_ (name of local), a local unit of the New Jersey Congress of Parents and Teachers, and of the National Congress of Parents and Teachers. It is indeed an honor for me to be the first to congratulate you, the first elected officers of the \_\_\_\_\_ (name of local).

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## OBJECTS INSTALLATION

(Those who use this installation may modify it or add to it.)

### **Installing Officer (to new officers)...**

The parent-teacher movement has unlimited potentialities for advancing human welfare. It offers an effective program for the practice of democracy and development of good citizenship. It devotes its resources and volunteers' services to promoting the well being of children and youth.

Therefore the installation of officers in a parent-teacher association is always deeply significant. In grateful recognition of their willingness to serve, we greet the newly elected officers (naming them as they stand).

### **Installing Officer (to officers and members)...**

Our Objects, as set forth by the National Congress of Parents and Teachers, have guided us for \_\_\_\_\_ years. They continue to chart our course. Will you work toward the fulfillment of these Objects?

- To promote the welfare of children and youth in home, school, church and community.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

### **Installing Officer...**

Members of the \_\_\_\_\_ (name of local), you have elected these leaders as your officers for the coming year. They need your encouragement and support. Do you, therefore, pledge to them your loyalty and your willingness to help them carry forward the work of this association? If so, please say "I do."

***Members (in unison): I do***

### **Installing Officer...**

You have heard the pledge of the members. They have faith in your leadership. Will you, as officers of this parent-teacher association, hold the welfare of children and youth paramount in all that you do?

***New Officers: I will***

**Installing Officer...**

As officers of the parent-teacher association, you hold responsible positions. The duties and opportunities for service that await you will challenge your devoted effort. I acknowledge your intention to serve faithfully and to the best of you ability. With sincere pleasure in receiving you, I declare you duly installed officers of the \_\_\_\_\_ (name of local), a local unit of the New Jersey Congress of Parents and Teachers and of the National Congress of Parents and Teachers.

## CANDLE INSTALLATION

The installation of officers in a parent-teacher association is always deeply significant. In grateful recognition of their willingness to serve, the \_\_\_\_\_ (name of local) greets these newly elected officers.

You have been elected to serve because your membership feels you have the information, knowledge and skills that will make a good leader; a leader who will listen with an open mind – who will be ready to attend conferences, take an active part in discussion, and up hold our policies, so that we may further the education of our children and youth, as their lives may be affected by the challenge of change.

PTA is a series of never ending challenges, for the time creates the need – the need for good school buildings, good teachers, good equipment, modern books, support for schools and a tremendous community effort.

Only through the understanding and the involvement and action of administrators, teacher and parents working together with the local unit, the County Council and the state and national congresses, will we move forward in the important work of improving the lives of children.

The success of this administration depends largely on your cooperation in the promotion of the work of the New Jersey PTA and in upholding parent-teacher Objects and policies.

### **(LIGHT LARGE BLUE CANDLE)**

This blue candle is lighted in honor of the officers and leaders who have so capably guided this organization through the preceding years. Its light is a symbol of their devotion. As we pass the candles to the new officers, we symbolically take the strength, courage, wisdom, vision, capability, and willingness to work, which inspired the leaders to serve so loyally in the past.

### **(GIVE ALL NEW OFFICERS A CANDLE ONE AT A TIME)**

#### **To the treasurer...**

As you accept this candle you are asked to pledge yourself to the fulfillment of your duties as treasurer. You will receive all funds of the organization and deposit them in such banks as may be designated by the association. You are to submit a statement of financial standing of the PTA and keep an accurate record of all financial transaction.

### **DO YOU PROMISE TO FILL THIS OFFICE TO THE BEST OF YOUR ABILITY?**

#### **To the Corresponding Secretary...**

In accepting this candle you accept the responsibilities of serving as corresponding secretary. It will be our duty to conduct such correspondence as may be requested by the president or the organization.

### **DO YOU AGREE TO FULFULL THE REQUIREMENTS OF THIS OFFICE?**

**To the Recording Secretary...**

Your acceptance of this candle signifies your willingness to serve as recording secretary. You will be required to keep a record of the proceedings of all the meetings. This is a responsible position for you should stand ready to assist the president in the efficient conduct of the meetings.

**DO YOU AGREE TO ACCEPT THESE RESPONSIBILITIES?**

**To the Vice-President(s)...**

This candle you accept represents a spark of the light kindled long ago by the Founders of the parent-teacher movement. Theirs was the vision, the dream, that this organization would play an important part in promoting the welfare of children. As vice-presidents(s) you will be required to assist the president at her request and to assume the duties of office whenever it becomes necessary for you to do so.

**DO YOU AGREE TO ACCEPT THESE RESPONSIBILITIES?**

**To the President...**

The halo of light, which surrounds this tiny flame of the candle you accept, is reflected in the hearts of the members of this organization. They have bestowed upon you the great honor of electing you to the chief executive office of the PTA. As their president they look to you for guidance, for capable leadership, for impartial rulings, and a conscientious endeavor to achieve the Objects, and to interpret the policies and purposes of the organization. You will be required to preside at all meetings and at all times represent the association in such a manner, that the dignity and worth of the parent-teacher work may be upheld before others.

**DO YOU AGREE TO ACCEPT THE HONOR OF THIS OFFICE AND ALL THE RESPONSIBILITIES THAT IT ENTAILS?**

**Address the members...**

The light of the lone blue candle has been increased by the additional candles of your newly elected officers. As they pledge themselves to service for children and youth, will you do your part by promising them your wholehearted support?

**To the New Officers...**

As officers of a PTA you hold responsible positions. The duties and opportunities for service that await you will challenge your devoted effort. I acknowledge your intention to serve faithfully and to the best of your ability. With sincere pleasure I declare you duly installed officers of the \_\_\_\_\_ (name of local).

## FLOWER INSTALLATION

Thomas Carlyle has said, "All work is seed sown, it grows and spreads, and sows itself anew." Certainly this is true in PTA. We have sown the seeds of PTA purposes and have seen the fruitage. This association will plant new seeds... seeds of cooperation and warm hospitality, seeds whose flowering will mean the harvest of efforts in behalf of PTA Objects.

### **WILL THE NEWLY ELECTED OFFICERS PLEASE COME FORWARD?**

#### **To the New Officers...**

You were elected to serve because you have the information, knowledge and capabilities to uphold parent-teacher Objects and policies.

The success of this depends largely upon your effective leadership. Thus, the installation of new officers is a special occasion.

#### **To the Treasurer...**

These green leaves are symbolic of the treasury you will supervise. Be sure the money is used wisely and for PTA purposes.

#### **To the Corresponding Secretary...**

The color of these flowers (red) shout for attention, as the contact with the outside world to keep this PTA in the minds and hearts of the community and all members.

#### **To the Recording Secretary...**

These lilies of the valley are symbolic of the pages you will fill recording the achievement of the \_\_\_\_\_ (name of local).

#### **To the Vice President...**

Orange has a high level of saturation. These flowers are given to remind you to bring to this office all the knowledge that can be absorbed.

#### **To the Vice President...**

Many times we have heard someone say in the pink of condition. Under your guidance we expect this association to be strong and effective.

#### **To the Vice President...**

Yellow flowers bear many seeds. We are counting on you to plant the seeds of leadership that will develop good PTAs.

#### **To the President...**

There is a Chinese proverb that says, "All the flowers of tomorrow are in the seeds of today." Strong, healthy well-educated children carry forward our heritage. We present all these flowers as a symbol of faithfulness, loyalty and harmony. Your clear judgment and sincerity will enable the \_\_\_\_\_ (name of local) to grow, spread and sow itself anew.

**To the New Officers...**

There is a definite challenge that confronts each of you. Do you accept this challenge and the responsibility it involves?

Will you be loyal to each other, tolerant of opinions and suggestions, and set an example of dignity and self-control in the performance of your duties?

As members of the \_\_\_\_\_ (name of local), your cooperation and attendance at meetings are needed. Are you willing to pledge your active assistance to these officers?

I now declare you duly installed officers of \_\_\_\_\_ (name of local). May you find great joy in helping to make this a better world for children and youth.

## COLOR INSTALLATION

The colors are very specific to the office, begin with the Secretary...

### **Secretary-blue candle**

\_\_\_\_\_ (name), please accept this blue candle as a symbol of the office of Secretary. The color blue represents the speech, messages, ideas and other communicative forces that will distinguish your duties as Secretary.

### **Treasurer-green candle**

\_\_\_\_\_ (name), please accept this green candle as a symbol of the office of Treasurer. The color green represents the balancing forces, the prosperity and the growth that will characterize your service as Treasurer.

### **Vice President-gold candle**

\_\_\_\_\_ (name), please accept this gold candle as a symbol of the office of VP. The color gold represents the dependability and efficiency that you will demonstrate as you assist the President and fulfill your duties as VP.

### **President-red candle**

\_\_\_\_\_ (name), please accept this red candle as a symbol of the office of President. The color red represents the courage, great energy and the strong leadership skills that you will demonstrate as President of (name of PTA).

You can also do this with flowers, seeds or anything else that works with these colors. Have fun!

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## RESTAURANT INSTALLATION

I want to thank you for the opportunity to be here tonight and install the newly elected officers of the \_\_\_\_\_ PTA. I would like to recognize those who served as an officer, chair or committee member during the past year and thank you for all your time and efforts and for all the wonderful things accomplished this year.

At this time I would like to call the newly elected officers and \_\_\_\_\_ (principal) to come and stand up front with me.

The Purposes of PTA are quite simple and precise –

1. To promote the welfare of children and youth in home, school, community and place of worship.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into closer relation the home and the school; that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between the educators and the general public such united effects as will as secure for all children and youth the highest advantage in physical, mental, social and spiritual education.

Tonight I want you to think of yourselves as a successful Restaurant.

(large whisk) \_\_\_\_\_, as President, you are the Master Chef. Here is a whisk to remind you of all the important traditional recipes you must stir up during the year. Make sure to include all the time-tested ingredients to ensure a perfect outcome. Don't be afraid to try a totally new recipe every now and then. Make sure you use – but don't abuse – the other staff members at this restaurant for they have as much at stake as you do.

(spoon) \_\_\_\_\_, as Vice President, you are the Sous Chef. You must help the Master Chef prepare and be ready to take his/her place, if necessary. You should help and support him/her. Make sure you are also aware of everything going on.

(measuring cup) \_\_\_\_\_, as Treasurer, you must measure everything that goes through the kitchen, make sure not too many ingredients are being used or are being used unwisely, and if necessary, be prepared to cut it.

(recipe book/card or box) \_\_\_\_\_, as Recording Secretary you are the keeper of the ingredients that made this restaurant so successful. It is your job to see that each recipe is written, recorded and carried out. Keep these instructions safe at all times, for they are the history that makes this restaurant such a success. The information you guard will also help to guarantee success in the future.

(arm towel) \_\_\_\_\_, as Corresponding Secretary, you are the maitre d' who interacts with the customers. You will be writing, sending and receiving correspondence

that will keep the members and the community informed of your PTA's "specials". Your words of kindness, sympathy, invitation and thanks will be on the "Special's Board" for everyone to see.

(Notepad) \_\_\_\_\_, as principal of the school, you are like the food critic. Without the support of the food critics and their satisfaction, there won't be much business. Use your expertise to help guide this restaurant in the right direction. Make sure the courses you agree to try are those you like and expect to enjoy.

**To members:**

Remember to please the food critic. It makes the way much easier!

**To officers:**

The chair and committee members make up the rest of the staff. As pastry chefs, helpers, waitresses, bus boys and dish washers you can't run a successful restaurant without a happy staff. Treat each staff member as the most important.

Your membership are the owners. With paid membership they have an investment in this PTA. Hopefully they will also be your biggest patrons.

Lastly, and most important, we have the reason we are all here – the customers – our children. They are our future. You must always remember the reason your restaurant is up and running – it is for our customers and our future.

You have been elected to serve as officers of the \_\_\_\_\_ PTA for the 20\_\_ - 20\_\_ school year.

Do you pledge to support the Objects and Bylaws of the \_\_\_\_\_ PTA and to direct all your activities to the fulfillment of these stated purposes? Please reply --- I DO

**To members:**

Do you, as members of this PTA, promise to support and encourage these officers as they serve and promote the Purposes of PTA? --- WE DO ---

It gives me great pleasure to declare you duly installed officers of the \_\_\_\_\_ PTA for 20\_\_ - 20\_\_. I wish you each the best of luck as you serve the students, parents and teachers of this community.

Suggested Props: Large Whisk  
Large Spoon  
Measuring Cup

Recipe Book (or cards or box)  
Towel  
Notepad

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Initial idea provided by Lewisville Council PTA.

## OAK TREE INSTALLATION

The oak tree emblem of the Parent Teacher Association was adopted in 1920. The trunk represents the National Congress. The main branches are the state congresses. The smaller branches are the districts and councils. The twigs are the many local associations, and the leaves are the many thousands of members. Each in turn draws its life from the parent stem.

As we prepare to install new officers for the 20\_\_ - 20\_\_ school year, let us be mindful of this idea. And let us be proud of our accomplishments, which, like the acorns of the oak tree, can be the seeds from which future achievements will arise and grow, repeating the cycle many times.

Now, at the end of one cycle and the beginning of another, let us symbolize the continuity of our movement.

Will \_\_\_\_\_, our outgoing president, please come forward?

I give you this oak seedling. Plant it in fertile soil, two inches deep, in a place where the tree will have ample sunshine and space to spread its branches. Perhaps our school grounds would be ideal.

Will the new officers please come forward?

### **To New Officers:**

I want to present each of you with this beautiful PTA pin (hands them out, one by one, while speaking). Please notice the oak tree emblem. You who have been elected to these offices in the \_\_\_\_\_ PTA have a great responsibility. I shall not tell you that your burden will be light, but I do say to you that, no matter how much you put into service, you will always receive more than you give. In accepting this trust, you have accepted at once a privilege and a challenge. You must put forth every effort to the end that this organization will serve the children and youth of the \_\_\_\_\_ PTA.

Do you as officers accept this task? If so, say "We do".

**Officers:** (We do)

### **To Members:**

Members of the \_\_\_\_\_ PTA, you have indicated your faith and trust in these members by electing them as your officers for the coming year. Will you pledge to them your loyalty and active assistance? If so please say "We do".

**Members:** (We do) (If available pass out acorns to each member).

**To Officers:**

I now declare you duly installed officers of the \_\_\_\_\_ PTA.  
Congratulations.

“Remember, many a mighty forest started from a single acorn”

Anonymous

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Thank you to Lakewood PTA for this initial idea.

## TOY INSTALLATION

As you go through your PTA year there will be times when you feel as if the others around you are acting like Kids. This is perfectly fine because we must be childlike at times to see the real needs of the children. So, to help you in your quest to find the child in you, I have the following toys to assist you with your duties.

\_\_\_\_\_, as PRESIDENT, you will be the top of the chain of command you must stay on top although people may tell you at all times that you must have lost your marbles to be President. So, I give to you these **MARBLES**.

\_\_\_\_\_, as VICE PRESIDENT, you will forever be called on to help the President and often it will seem as if you are just running up and down as you help. You will also need to be kept on a short rope so that you can always be near the President. So to you, I am giving this **YO YO**.

\_\_\_\_\_, as RECORDING SECRETARY, you will be asked to keep the minutes of this PTA. You should start your year off with a clean slate and easily correct any errors that may have been made while taking the minutes. Remember this year, as you learn more about your job, to chalk it up to experience. I give to you this **CHALK BOARD**.

\_\_\_\_\_, as CORRESPONDING SECRETARY, you will be writing, receiving and sending correspondence and notices that will keep your members and community informed about the Association. Remember, keep your words kind and thoughtful and accurately reflect the intentions of the PTA. To assist you in your job I give you these **RUBBER STAMPS**.

\_\_\_\_\_, as TREASURER, you will be in charge of the money of the PTA. It will be your responsibility to make the bank deposits and to be sure that the money is always deposited into the bank in a timely manner. To give you some practice, I give you this **PLAY MONEY**.

Do you promise to fulfill your duties with fun and in child-like excitement always honoring the Objects of PTA?

I HEREBY PROCLAIM YOU DULY INSTALLED OFFICERS OF THE  
\_\_\_\_\_ PTA for the year 20\_\_ - 20\_\_.

Congratulations.

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## PEACE, LOVE & PTA INSTALLATION

Members of the \_\_\_\_\_ PTA, you have indicated your trust in these members of your Association by electing them officers for the 20\_\_ - 20\_\_ school year. Will the newly elected officers please come forward.

\_\_\_\_\_, as President, you are in charge of keeping the peace, as you lead and encourage this PTA. (**peace jewelry**)

\_\_\_\_\_, as Vice President, you are in charge of making your members have a happy face, as you work together with the President and the membership in this PTA. (**happy face stickers**)

\_\_\_\_\_, as Corresponding Secretary, you are in charge of having the cool job of corresponding with the outside world, sharing bright news and announcements so bright, you've got to wear shades. (**sunglasses**)

\_\_\_\_\_, as Recording Secretary, you are in charge of wowing us with your minutes, keeping records that will be a source of information for years to come. I'm giving you a far out **pen and pad** to help you out!

\_\_\_\_\_, as Treasurer, you are in charge of keeping groovy financial records. I am giving you a piggy bank to remind you to deposit all income in a timely manner and keep accurate monetary records of the PTA. (**piggy bank**)

Do you promise to serve in the office to which you were elected and to uphold the bylaws of \_\_\_\_\_ PTA to the best of your ability?

I pronounce you duly installed officers of the \_\_\_\_\_ PTA for the 20 \_\_ - 20\_\_ school year.

**PEACE, LOVE and PTA!**

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Initial idea provided by Lewisville Council PTA.

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## CANDY BOWL INSTALLATION

### **To Officers:**

I want everyone to look at this beautiful bowl of candy and see all the different colors and different shapes. They are all very different, but they all work well together. I will pass this bowl around and ask each officer to take a piece. (wait for all officers to take a piece)

Each one of you now has a small piece of a whole. Throughout the year, you will work together to reach the goals you have set as a PTA board.

Candy is sweet, refreshing and gives you a burst of energy when you need it. As a board you will need to remember to be sweet to each other and everyone you meet because you represent the \_\_\_\_\_ PTA.

Remember to smile and have a refreshing attitude so you can achieve all you expect to throughout the year. The most important thing about candy is the burst of energy it gives you. It takes a lot of energy to be involved on so many levels.

We have found in all the years of PTA, there are a select few that volunteer and you are some of that select few. You are special in that you care enough to give the most precious gifts, your time and energy. Being a volunteer is one of the most demanding jobs, but it is also one of the most rewarding.

Take this candy and put it somewhere that you can see it and remember all the wonderful things that you, and this PTA board plan to accomplish – remembering those things will help you do the best job you can do this next year.

Will you please repeat after me:

I promise to uphold the PTA bylaws, work as a team and not as an individual. I will perform the duties of my position to make sure the \_\_\_\_\_ PTA reaches all its goals.

### **To Members:**

At this time I would like to have the bowl of candy passed around to the rest of the board and the outgoing board members.

As the outgoing board, you have served and made sure the \_\_\_\_\_ PTA had a strong and dedicated board this last year. Thank you for all your work and dedication to the Association.

Will you please repeat after me:

I will support this newly elected board and be available to give advice and support when asked.

At this time I would like to present the 20\_\_ - 20\_\_ \_\_\_\_\_ PTA executive board.

Congratulations!

## Star Trek Theme Installation (using toys)

\_\_\_\_\_, as Recording Secretary, you listen to what everyone has to say at our meetings and you keep accurate records. I'm giving you a Star Trek communicator to help you out. **(give communicator toy)**

\_\_\_\_\_, as Corresponding Secretary, you are in charge of communicating with the outside world. I am giving you Lt. Uhura, the communications officer. **(give Uhura toy)**

\_\_\_\_\_, as Treasurer, you are in charge of keeping accurate financial records. I am giving you Mr. Spock to remind you to deposit all income in a timely manner and keep logical records of the PTA. **(give new Mr. Spock toy)**

\_\_\_\_\_, as Vice President of Fundraising, you are in charge of keeping our PTA running. I am giving you Scotty, the chief engineer. **(give Scotty toy)**

\_\_\_\_\_, as Vice President of Programs, you are in charge of keeping our students happy and healthy, as you plan all of the programs and assemblies. I give you Dr. McCoy. **(give McCoy toy)**

\_\_\_\_\_, as principal of our school, you are the wise counselor who gives advice and counsel to teachers, parents and students. I give you the original Mr. Spock. **(give original Mr. Spock toy)**

\_\_\_\_\_, as the PTA president, you lead and encourage the PTA and its crew. You are captain of our ship. I give you Captain Kirk. **(give Kirk toy)**

*Initial idea presented by James Caldwell Elementary School PTA*