



CHARTER CELEBRATION CEREMONY

The charter celebration ceremony is an occasion for the entire community to recognise the new club and welcome its members — and to thank those who helped open the club.

ROLES

Coordinators

- Appoint and advise a special planning committee.
- Verify that member certificates/awards are ordered from Earth Ambassadors (EA).
- Confirm a date with the school officials.
- Encourage participation by all clubs within the school.
- Receive charter items including member certificates/awards from EA
- Act as master of ceremonies for the celebration.

Charter members

- Invite parents and friends
- Promote the ceremony

SCHEDULING

- Appoint a special planning committee.
- Set the date for the ceremony six to eight weeks after the club's official organisational meeting and at least six weeks after all required paperwork and fees have been submitted to EA.
- Plan for a fun and exciting event — the ceremony should be impressive but affordable for attendees. You can choose fund-raising activities to help raise money for your administrative costs.
- Assign someone to take photographs for social media, newsletter, the club's files, the local newspaper, etc.
- Dispatch invitations two to three weeks before the ceremony.

Program

Prepare a printed program with the agenda and the names of the charter members. These are some suggestions to get you started. You can customise as deemed necessary:

- Opening remarks.
- Introductions
- Recognition of EA Liaison who helped organise the new chapter.
- EA President's remarks and presentation of charter and gifts to new club.
- Coordinators' acceptance of charter and remarks.
- Recognition of charter members.
- Remarks by community/school official.
- Closing remarks.
- Refreshment (optional)

WHO TO INVITE

- EA President in office when the club was organised.
- Current EA President (if different from above).
- Members of clubs within the school.
- Current and past leaders of the school.
- Officials from the community served by the new club (if chapter has a community project).
- Local news media (or provide an announcement they can use in coverage) – optional.
- Family, co-workers and friends of new club members.