

## ANNIVERSARY OF COLLEGIATE OR ALUMNAE CHAPTER INSTALLATION SERVICE

---

*The Anniversary of Collegiate or Alumnae Chapter Installation Service was written in 2004 by Elizabeth Sloan Phillips (Washington University), director of ritual 1997-2008. The service was first seen in the 2004 Ritual Manual and was revised in 2012. Please note that this version differs slightly from the version in the 2012 Ritual Manual, and includes additional instructions and options for the execution of the service.*

This service may be performed if uninitiated new members or guests will be present, or if the service will be held in a public venue with doors that cannot be closed or locked.

### Timing

- This service is designed to celebrate the yearly anniversary of the installation of a collegiate chapter, or the installation of an alumnae chapter.

### Location

- This service may be held in a public venue, with room to accommodate the number of participants.

### Participants

- Mistress of ceremonies\*
- Initiated collegiate and alumnae members
- Uninitiated new members and guests may attend

*\*If planning a chapter anniversary or milestone celebration event, consider asking a visiting International Council member, volunteer leader, distinguished alumna, etc. to serve as the mistress of ceremonies for this service. The mistress of ceremonies does not have to be your event emcee.*

### Attire

- Collegiate and alumnae members wear business casual (dresses, skirts or dress pants – no jeans, shorts, sweat pants, cut-offs, flip flops, etc.).
- Membership badge, or new member pin, should be worn.

### Properties

- Table
- White tablecloth
- Commemorative guest book
- Pen
- One pink carnation (fresh) for each charter member present; vase with four pink carnations if no charter members are present
- Pre-prepared newspaper quote from the time of the chapter installation, or solicited quotes from alumnae who may remember the installation of the chapter
- Chairs for attendees



# Appendix E

## Milestone Anniversary Event Planning Guide

### Service

**Mistress of ceremonies:** “The Four Founders banded themselves together that, through mutual help, they might cherish the ideals of culture, moral strength, and true womanhood. All unconscious of the future of their organization, these women laid a sure and a permanent foundation. Their principles and their purposes were so well defined and so enduring that they made it possible for Gamma Phi Beta to grow into an international Sorority with a chain of chapters from the Atlantic to the Pacific.\*”  
*\*The Crescent, June 1908*

While some things have changed over the years, their spirit and enthusiasm for Gamma Phi Beta’s ideals and values lives on and is fulfilled by our membership.

In (month, year), the following women (list names of chapter charter members) became charter members of \_\_\_\_\_ Chapter of Gamma Phi Beta at (school/location of alumnae chapter). As I read your name, please come forward and accept a pink carnation.\*\*

Present each chapter charter member in attendance with a pink carnation.

\*\*If no chapter charter members are present, you may place four carnations in a vase on the table and replace the last sentence above with, **We honor these members with pink carnations, the official flower of Gamma Phi Beta.**

**Mistress of ceremonies:** Today, we celebrate the \_\_\_\_\_ anniversary of the day that those (number of chapter charter members) women were gathered together to receive their charter and to be installed as \_\_\_\_\_ Chapter of Gamma Phi Beta Sorority.

In January 1875, the news of Gamma Phi Beta became public with this announcement in the Syracuse University student newspaper: “A new ladies’ society made its appearance at the close of last term, and is to be known as Gamma Phi Beta. This name was suggested by Chancellor Haven.”

“The badge is a monogram with these three letters in gold with a dark enameled crescent...it is one of the most tasty badges we have seen... We are informed that the ladies of this society will hold their sessions in the afternoon rather than in the evening, thereby avoiding the necessity of being on the street at a late hour. The ladies have started on the right principle, are select in the choice of members, and we see no reason why a prosperous future is not in store for Gamma Phi Beta.”

The following are quotes from (the school newspaper, local alumnae, etc.) to provide you with historical perspective of the time.

*Read aloud pre-prepared newspaper quote(s) from the time of the chapter installation, or solicited quotes from alumnae who may remember the installation of the chapter.*

# Appendix E

## Milestone Anniversary Event Planning Guide

|                                    |  |
|------------------------------------|--|
| <b>Mistress of ceremonies:</b>     | In the _____ years that have passed since the installation of _____ Chapter, we have been joined by many more sisters, both new collegians and new alumnae to the area. Would each of the attendees please now come forward and sign our commemorative book, starting with any charter sisters in attendance today?  |
| <b>All attendees:</b>              | <p><i>One at a time, walk to the table at the front of the room and sign their name in the commemorative guest book. If there are a large number of chapter members in attendance, the following options are suggested to accelerate this portion of the service and provide an enhanced experience for your guests.</i></p> <ol style="list-style-type: none"><li><i>1. Have individual pages available for each decade of the chapter's history and provide instructions for members to line up by the decade in which they were initiated and sign the page of their decade so that multiple members may sign at once.</i></li><li><i>2. Bring the current chapter president and a charter member (or other distinguished chapter alumna member in attendance) forward to sign the book to commemorate the moment in the service. Adjust the last sentence spoken above ("Would each of the attendees please now...") to call the two signers forward, and then instruct the other members in attendance to come forward at the end of the service to sign the guestbook.</i></li></ol> |
| <b>Mistress of ceremonies:</b>     | <b>As _____ Chapter celebrates its rich history on the (college or university) campus, Gamma Phi Beta looks forward to continuing our positive contributions to campus life and our community. In closing, Gamma Phi Beta members please stand, and we will join in singing one of our most revered songs, "Fidelity."</b>   |
| <b>All Gamma Phi Beta members:</b> | <i>Sing "Fidelity."</i>  |
| <b>Mistress of ceremonies:</b>     | <b>Thank you for joining our celebration!</b>  |