



## About the IRHS Induction Ceremony

### What is an Induction Ceremony, and why is it important?

An Induction Ceremony is a smaller, more intimate event compared to an academic commencement. It provides students, their friends, and families an opportunity to celebrate specific accomplishments. Following the official ceremony, there is often time for photographs and interactions with school administration, faculty, and mentors who have been part of the students' educational journey.

If this is your first IRHS Induction, the information below will provide some guidance. This event is an excellent opportunity to incorporate school traditions while establishing new practices for the IRHS chapter that will become cherished memories over the years. Collaborating with school administrators and parents can be beneficial in organizing this event.

### Planning the Event

#### Decide on a Location, Date, and Time

- Select a venue that accommodates your inductees and their guests, such as a small auditorium, library, large conference room, or even your robotics build space if it has seating and a presentation area.
- Choose a date and time that suits students, administrators, and guests.
- Ensure to book the space, including time for setup and takedown. Plan for the ceremony and potential reception to last from 90 minutes to 2 hours.

#### Additional Components to Consider

- Seating arrangements
- Audio/visual equipment
- Podium
- Table for certificates, pins, etc.
- Lighting and climate control (AC/Heating)
- Reception food and drinks
- Campus access and security

#### Supplies

Order certificates, pins, stoles, cords, or patches well in advance using the Jostens form available on your IRHS Dashboard on RobotEvents.

#### Invitations

Send invitations to students, families, faculty, administrators, counselors, alumni, community members, and special guests. Include:

- Event location and address
- Time
- Dress code
- Parking information
- Keynote speaker details
- A brief explanation of the event's importance

Send invitations 3-4 weeks before the event to allow enough time for RSVPs. Include a response deadline and a point of contact.

## **Program Development and Coordination**

- **Assign Roles:** Designate who will handle different roles during the induction. If you choose a specific host, provide them with clear expectations, such as welcoming inductees, making the keynote presentation, distributing certificates, and posing for photos.
- **Volunteer Assistance:** Have volunteers help guide inductees to their seats and assist with guest seating and questions.

## **Ceremony Outline**

1. **Welcome and Introductions**
2. **Keynote Speaker**
3. **Induction Process**
  - Call each inductee by name to come forward.
  - A designated administrator or special guest presents membership certificates.
4. **Reception (Optional)**
  - Consider hosting a reception with light snacks or hors d'oeuvres. Collaborate with the school's culinary department or local restaurants for food donations, or organize a parent sign-up for dishes.

## **Photography**

Arrange for appropriate group and individual photos during the certificate presentation.

## **Additional Tips**

- Conduct a practice session with presenters and students to ensure a smooth ceremony.
- Select a guest speaker who aligns with your desired topics and themes.
- Publicize the event and new inductees through press releases and social media.

## **Future Inductions**

After the initial ceremony, involve officers in planning and speaking roles for future inductions.

## **IRHS Induction Ceremony Outline**

### **Welcome**

1. Purpose/Significance
2. Guest Speaker
3. Recognition of New Members
4. Recitation of the IRHS Pledge

- "As a member of the International Robotics Honor Society, I pledge to uphold the highest standards in competitive robotics, academics, character, and service. I commit to continuous learning and the pursuit of excellence in my robotics work, and I pledge to continue as an active and conscientious member of this global community."
- 5. Induction Declaration
  - IRHS Advisor or Principal: "I now declare you duly inducted as members of the International Robotics Honor Society."
  - Call each inductee by name to receive their certificate and pin.
  - Take a photo of each student or group after recognition.
- 6. Installation of New Officers (Optional)
  - Positions: President, Vice President, Secretary, Treasurer
  - Officers' Oath:
    - "I, [state your name], promise to uphold the ideals of the International Robotics Honor Society and to fulfill the duties of my office as a chapter officer to the best of my ability."
  - Declaration by Advisor or Principal: "I now declare you duly elected and installed as [insert school] IRHS chapter officers for the [insert school year]."
- 7. Closing Remarks

## Induction Ceremony Invitation

### The [School Name] Chapter of the International Robotics Honor Society cordially invites you to our Induction Ceremony

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

**Address:** [Insert Address]

**Dress Code:** [Insert Dress Code]

**Parking Information:** [Insert Parking Information]

**Keynote Speaker:** [Insert Keynote Speaker Name and Details]

#### Event Importance:

The Induction Ceremony is a significant event, celebrating the achievements of our students in the field of robotics. It provides an opportunity for students, families, and faculty to come together and recognize the hard work and dedication of our inductees. This ceremony marks the beginning of their journey as members of the International Robotics Honor Society, where they will continue to strive for excellence in robotics, academics, character, and service.

**Please RSVP by:** [Insert RSVP Date]

**Point of Contact:** [Insert Contact Information]

We look forward to celebrating this special occasion with you.

[School Name]  
International Robotics Honor Society