

## APPENDIX D

### CEREMONY FOR INSTALLATION OF SDPHS, Inc. OFFICERS

PRESIDENT M/C: Ladies and gentlemen. The installation of the newly elected officers of the Sons and Daughters of Pearl Harbor Survivors Will now begin.

It is my pleasure at this time to introduce to you the installing officer \_\_\_\_ (name) \_\_\_\_ who is invited to join me at the rostrum.

INSTALLING OFFICER: Will the newly elected President step forward.

INSTALLING OFFICER: You are about to receive the highest honor that this organization can bestow upon one of its member, and in Keeping with the Constitution and By-laws of the National Sons and Daughters of Pearl Harbor Survivors, Inc., it is necessary for you to take a solemn oath of office. Are you ready and willing to take this oath of office?

PRESIDENT ELECT: I am.

INSTALLING solemnly OFFICER: "I, (name), having been duly elected as (position) do swear or affirm that I will uphold the Constitution and By-laws of the Sons and Daughters of the Pearl Harbor Survivors, Inc., that I will strive to keep America alert, militarily strong, free and independent. I will keep the memory of Pearl Harbor in hallowed reverer. I will, through my actions, deeds and thoughts, make the Sons and Daughters of Pearl Harbor a better organization and will always remember those persons who served the United States of America on or near the island of Oahu, Territory of Hawaii, on December 7, 1941.

PRESIDENT ELECT: I do.

INSTALLING OFFICER: Mr./Madam President please take your position beside me and witness the installation of the other newly elected officers.

INSTALLING OFFICER: Will the newly elected Vice President, Secretary, and Treasurer step forward.



**APPENDIX E**

(GUIDANCE)

(CHANGE ACCORDINGLY)

**DECEMBER 7th. MEMORIAL SERVICE**  
December 7, 1941 - December 7, 20xx

(INDOORS)

(OUTDOORS)

CITY & STATE

PROGRAM  
CITY AUDITORIUM

WREATH LAYING CEREMONY  
WREATH BEARERS

7 DECEMBER, 20XX  
7:30 a.m.

BAND SELECTION

PRAYER OF REMEMBRANCE

7:55 A.M.

MILITARY HONORS

\* One minute of silent prayer at  
the exact moment of the attack,  
in memory of those who died.

HONOR GUARD  
RIFLE TEAM  
TAPS

\* THE NATIONAL ANTHEM  
\* INVOCATION

DISTINGUISHED GUESTS  
List of guests according  
to civilian status and  
Military Rank.

BATTLE HYMN OF THE REPUBLIC

COLOR GUARD

GREETINGS by a PHSA/SDPHS OFFICER

List of organizations  
furnished Color Guards\*

BAND SELECTION  
that

GRATITUDES TO:

INTRODUCTION OF DISTINGUISHED GUESTS  
By a PHSA/SDPHS OFFICER

List of schools, civic  
organizations, etc.,  
that participated and  
helped in making the  
Memorial Service Program  
a success.

BAND SELECTION OR CHORAL GROUP

MEMORIAL ADDRESS by a high Official  
of the state or Federal Government.

BAND SELECTION OR CHORAL GROUP

\* BENEDICTION

**MAY GOD MAKE HIS FACE  
SHINE UPON THEM AND GRANT  
THEM PEACE.**

(audience asked to stand)

**(END OF INDOOR PORTION OF SERVICES)**



## APPENDIX F

(GUIDANCE)

### ORDER OF BUSINESS AT SDPHS MEETINGS

1. Open Meeting: Pledge to the Flag (remain standing)
2. Opening Prayer: Oh, Almighty and most merciful God. We, the Sons and Daughters of the heroes and heroines of the Pearl Harbor, humbly beseech thee to grant for our parents who still remain with long and happy lives and for those whom you have called to Yourself eternal happiness and peace in Your most loving care.  

Our heavenly Father, we pray for all our fellow American citizens that they may ever keep in mind our motto: "December 7, 1941 - Lest We Forget", and the Pearl Harbor Survivor's motto: "Remember Pearl Harbor - Keep America Alert".

Most kind and loving Father of all mankind, we, the Sons And Daughters humbly pray that the world may never again experience the horrors that our father and mother underwent on that Sunday morning, December 7, 1941 at Pearl Harbor, Island of Oahu, Territory of Hawaii. Amen.
3. Remembrance: If appropriate, mention names of those who might have passed away since the last meeting and after the following prayer.  

(Before this prayer - you might want to give a brief historical review of the departed Member(s).)

It Is Our Fervent Prayer That "Eternal Rest Be Granted Unto Them, Let Perpetual Light Shine Upon Them, And May They Rest In Peace With You In Everlasting Peace". Amen.
4. Introductions: Announce and Introduce visiting PHSA and SDPHS officials, introduce new members since last meeting. Call for each Member to stand and introduce themselves and their guests.
5. Business:
  - a. Secretary reads the minutes of the last meeting. Motion to accept. Done.
  - b. Treasurer's report. Motion to accept. Vote on bills to be paid, (or per previous authorization).
  - c. Committee Reports. Discussion. Motions. Votes.
  - d. Old Business
  - e. Directives or notices received from higher authority. Action.
  - f. New Business. Discussions. Refer to committee. Motion. Vote.
  - g. Open Floor.
  - h. Last on the Agenda. If appropriate, give the floor to visiting PHSA/SDPHS officials.
6. Announcement of the next meeting.
7. Announcement of the next National and State Conventions.
8. Closing prayer.

Adjourn.

Note: The above agenda can be changed to meet your own needs and/or requirements.

(Rev. 2008)



## APPENDIX G

### OUR PRAYER

Oh, Almighty and most merciful God. We, the Sons and Daughters of the heroes and heroines of Pearl Harbor, humbly beseech thee to grant for our parents who still remain with long and happy lives and for those whom you have called to Yourself eternal happiness and peace in Your most loving care.

Our Heavenly Father, we pray for all our fellow American citizens that they may ever keep in mind our motto: "December 7, 1941 - Lest We Forget", and the Pearl Harbor Survivors motto: "Remember Pearl Harbor - Keep America Alert".

Most kind and loving Father of all mankind, we, the Sons and Daughters humbly pray that the world may never again experience the horrors that our fathers and mothers underwent on that Sunday morning, December 7, 1941, at Pearl Harbor, Island of Oahu, Territory of Hawaii. Amen.

Father Valenti

### THE BENEDICTION

"Heavenly Father, as we leave this gathering, we ask for Your blessing upon all who are here. Provide us the wisdom to understand Your will and grant us the courage and strength to live and act accordingly. See us safely home until we meet again. Amen."





## Appendix H

### FUNERAL SERVICES

Suggested Memorial Service(s) for our departed members:

These services may be edited, added to, deleted or modified to conform to The Religious beliefs of the departed.

#### Candle and Bell Service

In this service, there is a lighted candle for each departed member, arrange in rows with a candle snuffer close by and a bell suitable for striking in position.

After the chaplain calls the name of the departed, a member from the chapter or state approaches the arranged candles, snuffs one candle, and the bell is struck. The member then is reseated.

#### Service 1

WE ARE ASSEMBLED HERE TO PAY OUR LAST RESPECTS TO OUR DEPARTED MEMBER(S) WHO HAVE ENTERED INTO THE PEACE OF LIFE ETERNAL. LET US PRAY. O GOD, FATHER OF US ALL, WE HERE EXTEND THESE FINAL EARTHLY TRIBUTES TO OUR BELOVED COMRADES. THE DEPARTED, WHOM WE NOW REMEMBER, HAVE ENTERED INTO THE PEACE OF LIFE ETERNAL. THEY STILL LIVE ON EARTH IN THE ACTS OF GOODNESS THEY PERFORMED, AND IN THE HEARTS OF THOSE WHO CHERISH THEIR MEMORY.

MAY THE BEAUTY OF THEIR LIFE ABIDE AMONG US AS A LOVING BENEDICTION.

O THOU, WHO GIVEST LIFE AND ORDAINEST DEATH, WE TRUST IN THEE. EVEN WHEN THOSE WE LOVE ENTER INTO THE SHADOW OF DEATH, OUR FAITH IN THEE DOES NOT FALTER. WELCOME THEM INTO THY HOUSE TO REST IN PEACE.

LOOK WITH MERCY UPON LOVED ONES BEREAVED BY THEIR PASSING. COMFORT AND CONSOLE THEM THROUGH THINE OWN TENDERNESS. THESE THINGS WE HUMBLY ASK. AMEN.

**(CALL NAMES, DESCENDANT OF, STATE. SNUFF CANDLES AND STRIKE BELL.)**

**THE DEEDS OF THE RIGHTEOUS**

**COMFORT THE BEREAVED AMONG US**

**SO LET IT BE.**

## SERVICE 2

We are gathered together to pay our last respects to a loyal and dedicated member of \_\_\_\_\_, Chapter no. \_\_\_\_\_, Sons and Daughters of Pearl Harbor Survivors, Inc. Our friend has now entered into the peace of life eternal.

In this hour, we, the descendants of Pearl Harbor Survivors memorialize with sorrow the passing of one of our dedicated and faithful members. Our loved one has ceased to walk on earth with us, but we can rejoice and be happy that this soul walks serenely in that land of eternal light, in the city of the living God! We remember the fellowship that we experienced as members of this select and unique group of people, the descendants of Pearl Harbor Survivors.

Until some great loss comes to us, we do not think much about death and dying. We are far too busy with this complex world around us. For the dead, their day in the sun is over, ours is still here. But god in his eternal wisdom, is too wise to let them slip from our minds so quickly. When death speaks, there is an instant hush in our hearts; everything else is stilled that we may listen to the whisper of the voices of faith. There is a glorious victory and an eternal beauty in the process of death. It is the process that places the finite human hand into the infinite hand of Almighty God. It is the process that transplants our souls from this earthly life into the celestial life above.

Even in death, there can be words of consolation and encouragement. We did not say, we have finished my life. Our life's work will begin again. It closes on the twilight, but it opens on a glorious dawn.

We pray for the departed. Dear Heavenly Father, We know the Spirit has been with us during this memorial service. We pray that your presence will go with us as we leave this place. May your comfort and love touch each one here and may thy broad mantle of protecting case shield us and keep us forever safe. May peace and brotherly love prevail throughout your entire universe, now and forever. AMEN

(The following may be added or substituted as individual needs dictate.)  
I would like to close this service and share with \_\_\_\_\_name\_\_\_\_\_, family and friends these words:

**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 glint on snow.  
I am the sunlight on ripened grain;  
I am the gentle autumn's 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 star that shines at night.  
Do not stand at my grave and cry.  
I am not there; I did not die.**

**APPENDIX I**

**INCOME TAX GROUP RETURN AUTHORIZATION**

To: \_\_\_\_\_  
SDPHS National Treasurer

This chapter hereby authorizes the National Treasurer's Office of the Sons and Daughters of Pearl Harbor Survivors, Inc. to include it in its group exemption letter to the Internal Revenue Service.

State: \_\_\_\_\_ Chapter No.: \_\_\_\_ Chapter Name: \_\_\_\_\_

Chapter IRS # \_\_\_\_\_ National Charter # \_\_\_\_\_

Chapter President: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chapter Treasurer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Date Received by the National Treasurer: \_\_\_\_\_



**APPENDIX J**

**PROCLAMATION REQUEST to the GOVERNOR**

Following is a suggested letter to a State Governor

SDPHS LETTERHEAD

Date

The Honorable [Governor's Name]  
Governor of the (State) \_\_\_\_\_.  
Address  
City, State Zip

Dear Governor [Governor's Name]

As State Chairperson of [State] for the Sons and Daughters of Pearl Harbor Survivors, Inc., I have the honor and privilege of requesting you to make the following proclamation to the citizens of our state on behalf of the descendants of the Pearl Harbor Survivors and who now reside in our state.

The Sons and Daughters support our forefathers who stood against unwarranted and wanton acts of war, and ask that this day, December 7, 20xx, be proclaimed as a day for the entire state to stop and think and remember the attack at Pearl Harbor.

The Sons and Daughters of Pearl Harbor Survivors, Inc. would also like to recommend that wherever practicable, a short program commemorating this event in American history, be held in the schools of [State], in order that pupils may become more aware of the true significance of this observance.

Your consideration is requested by all of us.

Respectfully,

\_\_\_\_\_  
State Chair, SDPHS, Inc.



## APPENDIX K

### Sample Salutations for Political Dignitaries

#### Models of Address:

The following list shows the address element, salutation, and complimentary close for political dignitaries and others.

<u>Dignitary</u>	<u>Address Element</u>	<u>Salutation and Close</u>
President of the United States	The President The White House Washington, D.C. 20500	Dear Mr. President Respectfully,
Vice President of the United States	The Vice President United States Senate	Dear Mr. Vice President Sincerely,
United States Senator	Honorable (full name) United States Senate Washington, D.C. 20510 Or (local address) Zip Code	Dear Senator (surname) Sincerely,
United States Representative	Honorable (full name) House of Representatives Washington, D.C. 20515 Or (local address) Zip Code	Dear Mr. (surname) Sincerely,
Speaker of the House of Representatives	Honorable (full name) Speaker of the House of Representatives Washington, D.C. 20515	Dear Mr. Speaker Sincerely,
Governor of State	Honorable (full name) Governor of (name of state)	Dear Governor (surname) Sincerely,
Cabinet Members	Honorable (full name) Secretary of (dept.) Washington, D.C. Zip Code	Dear Secretary of (dept.) Sincerely
	Honorable (full name) Postmaster General Washington, D.C. 20260	Dear Postmaster General Sincerely,
	Honorable (full name) Attorney General Washington, D.C. 20530	Dear Attorney General Sincerely,

Lieutenant Governor	Honorable (full name) Lieutenant Governor (name of state) City, State Zip Code	Dear Mr. (surname) Sincerely,
State Senator	Honorable (full name) (name of state) Senate City, State Zip Code	Dear Mr. (surname) Sincerely,
State Delegate	Honorable (full name) (name of state) House of Representatives  (name of state) Assembly  (name of state) House of Delegates  City, State Zip Code	Dear Mr. (surname) Sincerely,
Mayor	Honorable (full name) Mayor of (name of city) City, State Zip Code	Dear Mayor (surname) Sincerely,
Service Personnel	(full grade, name, service designation, retired, if applicable) City, State Zip Code	Dear (grade) (surname) Sincerely,



APPENDIX L

Sons and Daughters of Pearl Harbor Survivors, Inc.



*"Pearl Harbor - December 7, 1941 – Lest We Forget"*

