

Roundtable Program Agendas

Roundtable is designed to be a flexible delivery method suited to the local needs, availability, and time preferences of the audience. The following outlines represent best practices for a combined opening followed by separate breakout sessions for each Scouting program. Suggested times are provided for each portion of the program. It is important to start and finish on time out of respect for both the attendees and the presenters. Being timely also ensures that each portion of the program receives proper attention.

60-MINUTE ROUNDTABLE PROGRAM OUTLINE

District Roundtable Planning Outline

District: _____ Location: _____ Date: _____

General Session—60-Minute Format			
Time Allotted	Activity	Person Responsible	Explanation
20-30 minutes	Preopening activity for combined Cub Scout and Boy Scout roundtables	Combined Cub Scout and Boy Scout roundtable team	May include setup details such as who is responsible for unlocking and locking up facility, setting up tables and chairs, picking up materials from Scout office.
	Displays and information tables	Assigned as needed	Displays may be of new BSA materials, information on local events, or items of general Scouting interest (e.g., <i>Scouting</i> magazine, <i>Boys' Life</i> , <i>Advancement News</i> , etc.). Be sure to have persons to share with participants.
	Registration	Assigned as needed	May include responsibility for mailbox for unit communications
	Icebreaker or mixer	Assigned as needed	Activity to promote interaction as participants arrive
Start on Time			
20 minutes	Grand Opening		
1 minute	Welcome	ADC-RT	
1 minute	Prayer	Assigned to assistants or participants	
2 minutes	Opening ceremony	Assigned to assistants or participants	Vary opening to provide experience in demonstrating flag etiquette, the Scout Law, etc.
4 minutes	Introduction and announcements	ADC-RT	Include district and council activities and events. Introduce roundtable commissioners and team and appropriate district volunteers.
10 minutes	Big Rock training topic	Use appropriate people from district based on the topic	Monthly training topic from choices available that can be used based on district's needs. All training topics should be covered during the program year.
2 minutes	Commissioner's Minute	ADC-RT	The Commissioner's Minute should be applicable to all program levels and all roundtable formats (e.g., same for a 60-minute roundtable or a 120-minute roundtable). May be related to points of the Scout Law, aims of Scouting, etc.
2 minutes	Move to reconvene in separate program areas		

BOY SCOUT ROUNDTABLE PLANNING SHEET—60-MINUTE FORMAT

Boy Scout Roundtable is a form of commissioner service and supplemental training for volunteers at the troop level. It is intended to give leaders examples for troop meeting ideas; information on policy, events, and training opportunities; and ideas for program. The Boy Scout roundtable also provides an opportunity to share experiences and enjoy fellowship with others.

District: _____ Location: _____ Date: _____

General Session—60-Minute Format			
Time Allotted	Activity	Person Responsible	Explanation
20 minutes from start time	General Session		
2 minutes	<i>Travel from general session to Boy Scout session</i>		
38 minutes	Troop Leader Session	Under leadership of Boy Scout RT commissioner	
2-3 minutes	Icebreaker	Assign to assistants or participants	
2-3 minutes	Ceremony/skit	Assign to assistants or participants	
5 minutes	Tips for troop meetings	Assign to assistants or participants	Demonstration and explanation of hints or troop meeting organization and activities
10 minutes	Boy Scout interest topic	Use appropriate persons from district based on the topic	May be a training highlight, annual events, a timely topic, or focus on Scout Law, advancement, record keeping, JTE, etc.
12 minutes	Program feature for the month	Boy Scout RT commissioner	Should come directly from the Program Features books
5 minutes	Q&A		
1 minute	Closing/ Commissioner's Minute	Boy Scout RT commissioner, or assign to assistant or participant	Chance to encourage troop members to participate in future roundtables
End on Time			
After the Meeting			
	Refreshments and fellowship for all	Assign to assistants or participants	Time for fellowship before cleanup is emphasized.
	Team meeting	Boy Scout RT commissioner	May be conducted now or at another time preferred by the team. Evaluate the current meeting, review plans for next meeting and attendance.

90-MINUTE ROUNDTABLE PROGRAM OUTLINE

District Roundtable Planning Outline

District: _____ Location: _____ Date: _____

General Session—90-Minute Format			
Time Allotted	Activity	Person Responsible	Explanation
20-30 minutes	Preopening activity for combined Cub Scout and Boy Scout roundtables	Combined Cub Scout and Boy Scout roundtable team	May include setup details such as who is responsible for unlocking and locking up facility, setting up tables and chairs, picking up materials from Scout office.
	Displays and information tables	Assigned as needed	Displays may be of new BSA materials, information on local events, or items of general Scouting interest (e.g., <i>Scouting</i> magazine, <i>Boys' Life</i> , <i>Advancement News</i> , etc.). Be sure to have persons to share with participants.
	Registration	Assigned as needed	May include responsibility for mailbox for unit communications
	Icebreaker or mixer	Assigned as needed	Activity to promote interaction as participants arrive
Start on Time			
20 minutes	Grand Opening		
1 minute	Welcome	ADC-RT	
1 minute	Prayer	Assigned to assistants or participants	
2 minutes	Opening ceremony	Assigned to assistants or participants	Vary opening to provide experience in demonstrating flag etiquette, the Scout Law, etc.
4 minutes	Introduction and announcements	ADC-RT	Include only major district and council activities and events. Introduce roundtable commissioners and team and appropriate district volunteers.
10 minutes	Big Rock training topic	Use appropriate people from district based on the topic	Monthly training topic from choices available that can be used based on district's needs. All training topics should be covered during the program year.
2 minutes	Commissioner's Minute	ADC-RT	The Commissioner's Minute should be applicable to all program levels and all roundtable formats (e.g., same for a 60-minute roundtable or a 120-minute roundtable). May be related to points of the Scout Law, aims of Scouting, etc.
5 minutes	Move to reconvene in separate program areas		

BOY SCOUT ROUNDTABLE PLANNING SHEET—90-MINUTE FORMAT

Boy Scout Roundtable is a form of commissioner service and supplemental training for volunteers at the troop level. It is intended to give leaders examples for troop meeting ideas; information on policy, events, and training opportunities; and ideas for program. The Boy Scout roundtable also provides an opportunity to share experiences and enjoy fellowship with others.

District: _____ Location: _____ Date: _____

General Session—90-Minute Format			
Time Allotted	Activity	Person Responsible	Explanation
20 minutes from start time	General Session		
5 minutes	<i>Travel from general session to Boy Scout session</i>		
52 minutes	Troop Leader Session	Under leadership of Boy Scout RT commissioner	
3–4 minutes	Icebreaker	Assign to assistants or participants	
3–4 minutes	Ceremony/skit	Assign to assistants or participants	
8 minutes	Tips for troop meetings	Assign to assistants or participants	Demonstration and explanation of hints or troop meeting organization and activities
10 minutes	Boy Scout interest topic	Use appropriate persons from district based on the topic	May be a training highlight, annual events, a timely topic, or focus on Scout Law, advancement, record keeping, JTE, etc.
20 minutes	Program feature for the month	Boy Scout RT commissioner	Should come directly from the Program Features books
5 minutes	Q&A		
1 minute	Closing/ Commissioner's Minute	Boy Scout RT commissioner, or assign to assistant or participant	Chance to encourage troop members to participate in future roundtables
End on Time			
After the Meeting			
	Refreshments and fellowship for all	Assign to assistants or participants	Time for fellowship before cleanup is emphasized.
	Team meeting	Boy Scout RT commissioner	May be conducted now or at another time preferred by the team. Evaluate the current meeting, review plans for next meeting and attendance.

120-MINUTE ROUNDTABLE PROGRAM OUTLINE

District Roundtable Planning Outline

District: _____ Location: _____ Date: _____

General Session—120-Minute Format, designed primarily for alternate monthly meetings			
Time Allotted	Activity	Person Responsible	Explanation
15 minutes	Preopening activity for combined Cub Scout and Boy Scout roundtables	Combined Cub Scout and Boy Scout roundtable team	May include setup details such as who is responsible for unlocking and locking up facility, setting up tables and chairs, picking up materials from Scout office.
	Displays and information tables		Set up for later in the meeting
	Registration	Assigned as needed	May include responsibility for mailbox for unit communications
	Icebreaker or mixer	Assigned as needed	Activity to promote interaction as participants arrive
Start on Time			
30 minutes	Grand Opening		
1 minute	Welcome	ADC-RT	
1 minute	Prayer	Assigned to assistants or participants	
2 minutes	Opening ceremony	Assigned to assistants or participants	Vary opening to provide experience in demonstrating flag etiquette, the Scout Law, etc.
6 minutes	Introduction and announcements	ADC-RT	Include district and council activities and events. Introduce roundtable commissioners and team and appropriate district volunteers.
18 minutes	Big Rock training topic	Use appropriate people from district based on the topic	Monthly training topic from choices available that can be used based on district's needs. All training topics should be covered during the program year. A 120-minute roundtable may present two training topics.
2 minutes	Commissioner's Minute	ADC-RT	The Commissioner's Minute should be applicable to all program levels and all roundtable formats (e.g., same for a 60-minute roundtable or a 120-minute roundtable). May be related to points of the Scout Law, aims of Scouting, etc.
20 minutes	For displays and information tables, refreshments, and socializing. Then reconvene in separate program areas.	Assigned as needed	Displays may be of new BSA materials, information on local events, or items of general Scouting interest (e.g., Scouting magazine, <i>Boys' Life</i> , <i>Advancement News</i> , etc.). Be sure to have persons to share with participants.

BOY SCOUT ROUNDTABLE PLANNING SHEET—120-MINUTE FORMAT

Boy Scout Roundtable is a form of commissioner service and supplemental training for volunteers at the troop level. It is intended to give leaders examples for troop meeting ideas; information on policy, events, and training opportunities; and ideas for program. The Boy Scout roundtable also provides an opportunity to share experiences and enjoy fellowship with others.

District: _____ Location: _____ Date: _____

General Session—120-Minute Format			
Time Allotted	Activity	Person Responsible	Explanation
30 minutes from start time	General Session		
20 minutes	<i>Travel from general session to Boy Scout session</i>		Allow time for break, socializing, and disseminating information
70 minutes	Troop Leader Session	Under leadership of Boy Scout RT commissioner	
3–4 minutes	Icebreaker	Assign to assistants or participants	
3–4 minutes	Ceremony/skit	Assign to assistants or participants	
10 minutes	Tips for troop meetings	Assign to assistants or participants	Demonstration and explanation of hints or troop meeting organization and activities for two months
20 minutes	Boy Scout interest topic	Use appropriate persons from district based on the topic	May be a training highlight, annual events, a timely topic, or focus on Scout Law, advancement, record keeping, JTE, etc. for two months
25 minutes	Program feature for the month	Boy Scout RT commissioner	120-minute schedule may cover two months of program. Materials should come directly from the Program Features books.
5 minutes	Q&A		
5 minute	Closing/ Commissioner's Minute	Boy Scout RT commissioner, or assign to assistant or participant	Should be inspirational and encourage troop members to participate in future roundtables
End on Time			
After the Meeting			
	Team meeting	Boy Scout RT commissioner	May be conducted now or at another time preferred by the team. Evaluate the current meeting, review plans for next meeting and attendance.

180-MINUTE ROUNDTABLE PROGRAM OUTLINE

District Roundtable Planning Outline

District: _____ Location: _____ Date: _____

General Session—180-Minute Format, designed primarily for quarterly or less than monthly meetings			
Time Allotted	Activity	Person Responsible	Explanation
15 minutes	Preopening activity for combined Cub Scout and Boy Scout roundtables	Combined Cub Scout and Boy Scout roundtable team	May include setup details such as who is responsible for unlocking and locking up facility, setting up tables and chairs, picking up materials from Scout office.
	Displays and information tables		Set up for later in the meeting
	Registration	Assigned as needed	May include responsibility for mailbox for unit communications
	Icebreaker or mixer	Assigned as needed	Activity to promote interaction as participants arrive
Start on Time			
36 minutes	Grand Opening		
1 minute	Welcome	ADC-RT	
1 minute	Prayer	Assigned to assistants or participants	
2 minutes	Opening ceremony	Assigned to assistants or participants	Vary opening to provide experience in demonstrating flag etiquette, the Scout Law, etc.
10 minutes	Introduction and announcements	ADC-RT	Include district and council activities and events. Allow some extra time for announcements since they may need to cover several months of material. Introduce roundtable commissioners and team and appropriate district volunteers.
10 minutes	Big Rock training topic #1	Use appropriate people from district based on the topic	Monthly training topic from choices available that can be used based on district's needs. All training topics should be covered during the program year.
10 minutes	Big Rock training topic #2	Use appropriate people from district based on the topic	Monthly training topic from choices available that can be used based on district's needs. All training topics should be covered during the program year.
2 minutes	Commissioner's Minute	ADC-RT	The Commissioner's Minute should be applicable to all program levels and all roundtable formats (e.g., same for a 60-minute roundtable or a 120-minute roundtable). May be related to points of the Scout Law, aims of Scouting, etc.
20 minutes	For displays and information tables, refreshments, and socializing. Then reconvene in separate program areas.	Assigned as needed	Displays may be of new BSA materials, information on local events, or items of general Scouting interest (e.g., Scouting magazine, <i>Boys' Life</i> , <i>Advancement News</i> , etc.). Be sure to have persons to share with participants.

BOY SCOUT ROUNDTABLE PLANNING SHEET—180-MINUTE FORMAT

Boy Scout Roundtable is a form of commissioner service and supplemental training for volunteers at the troop level. It is intended to give leaders examples for troop meeting ideas; information on policy, events, and training opportunities; and ideas for program. The Boy Scout roundtable also provides an opportunity to share experiences and enjoy fellowship with others.

District: _____ Location: _____ Date: _____

General Session—180-Minute Format			
Time Allotted	Activity	Person Responsible	Explanation
44 minutes from start time	General Session		
20 minutes	<i>Refreshments and travel from general session to Boy Scout session</i>		Allow time for break, socializing, and disseminating information
120 minutes	Troop Leader Session	Under leadership of Boy Scout RT commissioner	
4–5 minutes	Icebreaker	Assign to assistants or participants	
4–5 minutes	Ceremony/skit	Assign to assistants or participants	
15 minutes	Tips for troop meetings	Assign to assistants or participants	Demonstration and explanation of hints or troop meeting organization and activities for two months
35 minutes	Boy Scout interest topic(s)	Use appropriate persons from district based on the topic	May be a training highlight, annual events, a timely topic, or focus on Scout Law, advancement, record keeping, JTE, etc. Allow time for two or three topics to be presented.
50 minutes	Program feature(s) for the month	Boy Scout RT commissioner	Should come directly from the Program Features books. Allow time for two or three topics to be presented.
5 minutes	Q&A		
5 minute	Closing/ Commissioner's Minute	Boy Scout RT commissioner, or assign to assistant or participant	Should be inspirational and encourage troop members to participate in future roundtables
End on Time			
After the Meeting			
	Team meeting	Boy Scout RT commissioner	May be conducted now or at another time preferred by the team. Evaluate the current meeting, review plans for next meeting and attendance.