

## **ROUNDTABLE 60-MINUTE FORMAT**

-15:00 – 00:00	<b>NETWORKING TIME</b> (Optional)
00:00 – 08:00	<b>OPENING</b> <ol style="list-style-type: none"><li>1. Welcome</li><li>2. Pledge of Allegiance</li><li>3. Scout Oath &amp; Law</li><li>4. Announcements via handouts, website postings, email, etc.</li></ol>
08:00 – 20:00	<b>HOT TOPICS</b> <ol style="list-style-type: none"><li>1. National or council information that significantly impacts local Scouting or requires immediate volunteer action (such as program changes, new membership recruitment tools, fee changes, new opportunities, etc.)</li></ol>
20:00 – 25:00	<b>SAFETY MOMENT</b>
25:00 – 30:00	<b>MEMBERSHIP MOMENT</b>
30:00 – 50:00	<b>BREAKOUTS</b> (TRAINING & DISCUSSION) <ol style="list-style-type: none"><li>1. Cub Scouts</li><li>2. Scouts BSA</li></ol>
50:00 – 60:00	<b>CLOSING</b>
60:00 – 75:00	<b>NETWORKING TIME</b> (Optional)

NOTES: Suggested times may be adjusted as necessary. The roundtable format may also be used for virtual, in-person and hybrid roundtables.

Opening, Hot Topics, Safety Moments, Membership Moments, Breakouts and Closings are supported by National Service Center videos or other National Service Center resources. National Service Center videos can be downloaded from the Roundtable Resources webpage and shown to on-site participants. <https://www.scouting.org/commissioners/roundtable-support/>