
DELIVERING ROUNDTABLE—REFERENCE BOOKLET

ROUNDTABLE'S PURPOSE

- To Provide Information, Capture Information, Offer Current Program Training, and Provide Networking Opportunities so that unit leaders can best support and adequately prepare for their monthly activities with their youth

GETTING STARTED

- Develop a team with suggested members to include the Roundtable Commissioner, Assistant Roundtable Commissioners—Cub Scouts and Scouts BSA, District Executive, and other support staff as required
- Confirm if the roundtable meeting will be virtual (**recommended**) or in-person
 - If virtual, confirm the virtual delivery format (**Zoom recommended**) and who has an available account for use
 - If in-person, confirm location / availability and any audio / visual / internet requirements that will be needed
- Confirm day / time for roundtable meeting

NEXT STEPS

- Decide length of meeting (typically either 50 or 75 minutes, but the time length can be flexible to meet local needs)
- Review format templates for time and agenda topics that include:
 - Opening
 - Hot Topic
 - Safety Moment
 - Breakouts for Cub Scouts and Scouts BSA (Training & Discussion)
 - Closing
 - Pre and Post meeting time is also available for additional networking

Locate format templates at <https://www.scouting.org/commissioners/roundtable-support/>

- Obtain material for each of the agenda topics above:
 - National will have available ready-made videos and resources for each month of the program calendar year
 - These can be found at <https://www.scouting.org/commissioners/roundtable-support/roundtable-planning-resources/>
 - Note that all nationally supplied material can easily be used at in-person roundtables
 - If a council or district would like to supply their own material and / or a different topic for any given month, that flexibility is available and can be appropriately produced at the local level
 - The available formats enable planned time for group discussion related to each of the nationally prepared material

MEETING HINTS

- Be sure the roundtable staff has prepared for, and in some cases rehearsed, their portions of the meeting to be fully prepared for a good participant experience
- Ensure all presenters are enthusiastic and knowledgeable in their presentations
- Encourage people to speak during virtual meetings to ensure participant engagement
- Ensure adequate preparation time if substituting any prepared national material
- Both recommended formats were developed to provide consistency and flexibility
 - If time, topics, or other details need to be revised, that is completely acceptable
 - Be sure to respect everyone's time by carefully planning all details of the meeting so they run smoothly from topic to topic and the meeting ends when expected
- The breakout session is a roundtable highlight, intended to prepare unit leaders for their own unit meetings with their youth
 - Ensure all hands-on demonstrations are well rehearsed before showing at a roundtable meeting so they will be delivered smoothly and successfully
 - Ensure instructions, if needed, are provided as electronic handouts
 - Ensure questions are answered either during the meeting or somehow addressed shortly following the meeting
- It is recommended that an assistant be part of the team to monitor "chat" discussion content, manage setup for the breakout sessions, handle the recordings plus any attendance details, and other tasks overviewed in [Roundtable Tasks](#)
- It is advised to always include the meeting closing
 - This is intended to a way to wrap up the important content of the roundtable meeting as well as end each roundtable with a "Scoutmaster's Minute-like" inspirational thought
- Networking is an important element of roundtable and can be handled by
 - opening a meeting prior to the start time
 - providing time after the meeting for "parking lot" discussion(s)
 - utilizing the "chat" feature to
 - capture key questions, comments, and other topics to be addressed either during or following the meeting by a roundtable staff member
 - link unit needs to resources and information from other roundtable participants
- Additional networking can be handled by holding periodic (e.g., quarterly) in-person meetings at a central location for people to gather and visit with everyone in person

HELPFUL LINKS

Roundtable Support, including a frequently updated Virtual Roundtable FAQ, resource archive, training information, and more: <https://www.scouting.org/commissioners/roundtable-support/>

Virtual Roundtable Resources, including support for using Zoom:
<https://www.scouting.org/commissioners/roundtable-support/virtual-roundtable-resources/>

Roundtable Tasks, including ways to share the load with anyone willing to lend a hand:
<https://www.scouting.org/commissioners/roundtable-support/roundtable-tasks/>

Commissioner Job Descriptions and Organization Chart:
<https://www.scouting.org/commissioners/roundtable-support/roundtable-job-descriptions-and-organization/>

VIRTUAL ROUNDTABLE



50-MINUTE FORMAT

| | | |
|----------------|---|--|
| -15:00 – 00:00 | NETWORKING TIME <i>(Optional)</i> | |
| 00:00 – 08:00 | OPENING | (Supported by National Service Center video or other National Service Center resource) |
| | 1. Welcome | |
| | 2. Pledge of Allegiance | |
| | 3. Scout Oath & Law | |
| 08:00 – 13:00 | HOT TOPICS | (Supported by National Service Center video or other National Service Center resource) |
| | 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.) | |
| | 2. Announcements via handouts, website postings, email, etc. | |
| 13:00 – 18:00 | SAFETY MOMENT | (Supported by National Service Center video or other National Service Center resource) |
| 18:00 – 45:00 | BREAKOUTS (TRAINING & DISCUSSION) | (Supported by National Service Center video or other National Service Center resource) |
| | 1. Cub Scouts | |
| | 2. Scouts BSA | |
| 45:00 – 50:00 | CLOSING | (Supported by National Service Center video or other National Service Center resource) |
| 50:00 – 65:00 | NETWORKING TIME <i>(Optional)</i> | |

NOTES:

- Suggested times may be adjusted as necessary.
- The virtual roundtable format may also be used for in-person roundtables when internet access isn't available. National Service Center videos can be downloaded from the Roundtable Resources webpage and shown to on-site participants.

VIRTUAL ROUNDTABLE



75-MINUTE FORMAT

| | | |
|----------------|--|--|
| -15:00 – 00:00 | NETWORKING TIME <i>(Optional)</i> | |
| 00:00 – 10:00 | OPENING 1. Welcome 2. Pledge of Allegiance 3. Scout Oath & Law | (Supported by National Service Center video or other National Service Center resource) |
| 10:00 – 30:00 | HOT TOPICS 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.) 2. Announcements via handouts, website postings, email, etc. | (Supported by National Service Center video or other National Service Center resource) |
| 30:00 – 40:00 | SAFETY MOMENT | (Supported by National Service Center video or other National Service Center resource) |
| 40:00 – 70:00 | BREAKOUTS (TRAINING & DISCUSSION) 1. Cub Scouts 2. Scouts BSA | (Supported by National Service Center video or other National Service Center resource) |
| 70:00 – 75:00 | CLOSING | (Supported by National Service Center video or other National Service Center resource) |
| 75:00 – 90:00 | NETWORKING TIME <i>(Optional)</i> | |

NOTES:

- Suggested times may be adjusted as necessary.
- The virtual roundtable format may also be used for in-person roundtables when internet access isn't available. National Service Center videos can be downloaded from the Roundtable Resources webpage and shown to on-site participants.