
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 support and prepare for monthly activities with their youth

GETTING STARTED

- Develop a team with suggested members to include the roundtable commissioner, asst. roundtable commissioners—Cub Scouts, Scouts BSA, Venturing, Sea Scouts, district executive, and other support staff as required
- Confirm if the roundtable meeting will be virtual (recommended), in-person, hybrid or a combination of these
 - 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 (50, 60 or 75 minutes, but length can be flexible to meet local needs)
- Review format templates for time and agenda topics that include:
 - Opening
 - Hot Topic
 - Safety Moment
 - Membership 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:
 - A Library of ready-made breakout videos and resources will be available
 - These can be found at <https://www.scouting.org/commissioners/roundtablesupport/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
 - Available formats enable time for group discussion during breakouts
- Breakout facilitator suggestions:
 - Locate suggested questions for breakouts in PDF form or within videos on the roundtable support website
 - Use the suggested questions to engage the group in a helpful and sharing discussion
 - Consider using other questions at the facilitator's discretion

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
- 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 or in person handouts
 - Ensure questions are answered either during the meeting or somehow addressed shortly following the meeting
- For virtual meetings 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/>

Commissioner Job Descriptions and Organization Chart:

<https://www.scouting.org/commissioners/roundtable-support/roundtable-job-descriptions-and-organization/>

Roundtable Tasks, including ways to share the load with anyone willing to lend a hand:

https://www.scouting.org/wp-content/uploads/2020/10/Roundtable-Tasks_v2.pdf

ROUNDTABLE 50-MINUTE FORMAT

-15:00 – 00:00	NETWORKING TIME (Optional)
00:00 – 08:00	OPENING <ol style="list-style-type: none">1. Welcome2. Pledge of Allegiance3. Scout Oath & Law4. Announcements via handouts, website postings, email, etc.
08:00 – 18:00	HOT TOPICS <ol style="list-style-type: none">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.)
18:00 – 22:00	SAFETY MOMENT
22:00 – 26:00	MEMBERSHIP MOMENT
26:00 – 46:00	BREAKOUTS (TRAINING & DISCUSSION) <ol style="list-style-type: none">1. Cub Scouts2. Scouts BSA
46:00 – 50:00	CLOSING
50:00 – 65:00	NETWORKING TIME (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/>

Boy Scouts of America, June 2023

ROUNDTABLE 60-MINUTE FORMAT

-15:00 – 00:00	NETWORKING TIME (Optional)
00:00 – 08:00	OPENING <ol style="list-style-type: none">1. Welcome2. Pledge of Allegiance3. Scout Oath & Law4. Announcements via handouts, website postings, email, etc.
08:00 – 20:00	HOT TOPICS <ol style="list-style-type: none">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.)
20:00 – 25:00	SAFETY MOMENT
25:00 – 30:00	MEMBERSHIP MOMENT
30:00 – 50:00	BREAKOUTS (TRAINING & DISCUSSION) <ol style="list-style-type: none">1. Cub Scouts2. Scouts BSA
50:00 – 60:00	CLOSING
60:00 – 75:00	NETWORKING TIME (Optional)

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Boy Scouts of America, June 2023

ROUNDTABLE 75-MINUTE FORMAT

-15:00 – 00:00	NETWORKING TIME (Optional)
00:00 – 10:00	OPENING <ol style="list-style-type: none">1. Welcome2. Pledge of Allegiance3. Scout Oath & Law4. Announcements via handouts, website postings, email, etc.
10:00 – 25:00	HOT TOPICS <ol style="list-style-type: none">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.)
25:00 – 30:00	SAFETY MOMENT
30:00 – 35:00	MEMBERSHIP MOMENT
35:00 – 65:00	BREAKOUTS (TRAINING & DISCUSSION) <ol style="list-style-type: none">1. Cub Scouts2. Scouts BSA
65:00 – 75:00	CLOSING
75:00 – 90:00	NETWORKING TIME (Optional)

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