

# Cub Scout Roundtable Commissioner and Staff BASIC TRAINING MANUAL



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# Introduction

Good roundtables foster a quality Scouting program, which is supported by good meetings at the pack and den levels. One purpose of the Cub Scout commissioner and staff training is to model good meetings. Consistently good roundtables will inspire Scouters to create good pack and den meetings, and this tradition will in turn inspire strong roundtables.

Cub Scout roundtable basic training acquaints the roundtable team with the aims, principles and specifics of their roles and responsibilities, and assists the team in developing the methods and techniques necessary to present materials and teach skills at roundtable in an interesting way.

Roundtable basic training should be held at least once each year or as needed to provide training for new roundtable personnel.

Roundtable commissioners, roundtable staff members, and council and district volunteers and professionals would benefit from a formal discussion of the roundtable program as would enthusiastic, experienced adults who have been identified as potential roundtable team members.

# Planning the conference

## Selecting the faculty

The council commissioner is responsible for selecting a qualified conference leader for Cub Scout roundtable basic training and ensuring that the conference is planned and conducted in an effective manner.

The conference leader then selects and recruits the rest of the faculty.

The faculty for the conference should be made up of the council's Cub Scout leader trainers who have participated in a trainers' development conference and have experience in the roundtable program.

## Advance preparation

The material in this training manual is not intended to be read to the participants. This means faculty members will need to prepare their presentations carefully, practice them, time them, and be thoroughly familiar with their content.

It will be helpful if the faculty members can meet at the conference location prior to the conference date to practice their presentations with their visual aids.

## Setting the example

Faculty members must set good examples of correct uniforming, enthusiasm, confidence, and Scouting spirit. Add morale features as needed and sprinkle them liberally throughout the presentations.

Morale features are vital in making the conference fun. An adult's attention span on a single subject is usually about 30 to 40 minutes. After that time, fatigue and boredom may set in. A song, stunt, or game may be just the needed change of pace.

## Handouts

Give participants various handouts during the conference. Handouts suitable for copying are in the appendix at the end of the manual. Reproduce these locally. You may substitute materials other than those included here as long as the learning objectives are accomplished.

## Selecting the facility

Consider the following when selecting the facility for roundtable basic training:

1. Central location, convenient to all districts.
2. Adequate parking space.
3. A large assembly room to hold the anticipated group in a comfortable seating arrangement.
4. Separate stations for the round-robin of four presentations.
5. Display and exhibit space: walls, bulletin boards, chalk boards, etc.
6. Adequate lighting, ventilation, acoustics.
7. Electrical outlets for projectors, computers, etc.
8. Convenient restroom facilities.
9. Refreshment and food service.

## Conference budget

During the early planning stage, prepare an estimated budget. The budget should include the cost of food service (if any), materials, handouts, rental of facility, refreshments, recognition items, etc.

The conference expenses should be covered by a conference fee paid by those attending. It is best to collect the fee with advance registrations.

## Conference schedule

The roundtable basic training includes approximately four hours of training. Lunch is the only meal to be considered. Since there is a lot of training packed into one day, take care to include sufficient morale-building activities and variations in the pace of training to prevent boredom and weariness.

## Refreshment breaks

In the overall planning, include breaks for refreshments, stretching, and restroom use.

## Promotion

Issue a personal invitation to all prospects. Members of the faculty may follow up with a friendly telephone call to make prospects feel welcomed and to discuss the importance of the conference. Secure advance registrations so the faculty can properly obtain handouts and make room arrangements.

## Recognition

Everyone likes to be recognized for a job well done. Training recognition is an incentive for further training. Recognition should be prompt and sincere so the individual being recognized will feel he or she has accomplished something worthwhile.

Roundtable team members who complete the roundtable basic training receive the training certificate. You may also present the trained leader emblem. The closing period of the conference is the appropriate occasion for recognition.

## Evaluation

Soon after the roundtable basic training conference, each faculty member receives a copy of the conference evaluation form found on this page. When faculty members have completed the form, hold an evaluation meeting to discuss a plan of action for improvement. Remember, evaluation is worthless unless some positive action results. Build on strengths and strengthen weaknesses.

The conference leader should report evaluation results to the council commissioner and make recommendations for improvements.

## Follow-up

Mail letters of appreciation a day or two after the conference to all who helped make the conference a success.

Provide attendance reports to the appropriate council/district committees.

Send a press release to all hometown news media to identify those persons who completed the conference. This is nice recognition and good promotion for the next conference.

## Conference evaluation

Each faculty member should complete this evaluation at the end of the roundtable basic training conference.

1. Did we meet the learning objectives of the conference?  
Yes No  
If "No," then why not?
2. Did we start on time?  
Yes No  
If "No," then why not?  
Did we end on time?  
Yes No  
If "No," then why not?
3. Was the facility adequate?  
Yes No  
If "No," then what should be changed for next time?
4. Was the schedule satisfactory?  
Yes No  
If "No," then what should be changed for next time?
5. Was the conference successfully promoted?  
Yes No  
If "No," then what should be done differently?
6. Were the literature, materials and equipment adequate?  
Yes No  
If "No," then what should be done?
7. Was the room arrangement satisfactory?  
Yes No  
If "No," then what should be changed?
8. Were faculty members well prepared?  
Yes No  
If "No," then explain?
9. Did the participants have a chance to learn by doing?  
Yes No
10. Was there fun and fellowship?  
Yes No
11. Was appropriate recognition given to the roundtable team members who completed the conference?  
Yes No  
If "No," then what do you think should be done?
12. What plans can be made to train roundtable personnel who did not attend this conference?

# Planning Calendar

Assignment	Days to Conference	Date	Responsible Person	Completed
Determine need for Roundtable Basic Training	90 (+)	_____	District Committees	<input type="checkbox"/>
Select conference leader and faculty	90	_____	Council Committee	<input type="checkbox"/>
Determine which roundtable team members need training; submit list to conference leader	90	_____	District Committees	<input type="checkbox"/>
Invite faculty to serve.	80	_____	Conference Leader	<input type="checkbox"/>
Plan faculty meeting; make assignments	70	_____	Conference Leader	<input type="checkbox"/>
Complete invitation list	60	_____	_____	<input type="checkbox"/>
Order supplies and materials	45	_____	_____	<input type="checkbox"/>
Send personal invitations to roundtable team members	45	_____	_____	<input type="checkbox"/>
Continue faculty training; review assignments	40	_____	Conference Leader	<input type="checkbox"/>
Follow-up on invitations	30	_____	_____	<input type="checkbox"/>
Check on arrangements, equipment, and materials	15	_____	_____	<input type="checkbox"/>
Check on registration; who is coming?	10	_____	_____	<input type="checkbox"/>
Check with faculty	10	_____	Conference Leader	<input type="checkbox"/>
Conduct conference	0	_____	Faculty	<input type="checkbox"/>
Evaluate conference	+1	_____	Faculty	<input type="checkbox"/>
Send thank-you letters	+1	_____	Conference Leader	<input type="checkbox"/>



# Roundtable Basic Training Conference Schedule

Time	Training Activity	Assigned to	Backup
Arrive Early	<b>Before the conference</b>		
	Physical arrangements		
	Exhibits and displays		
8:00	<b>Gathering period (30 minutes)</b>		
	Welcome	All faculty	
	Registration		
	Preopening activity		
8:30	<b>Opening period (10 minutes)</b>		
8:40	<b>The Cub Scout roundtable (20 minutes)</b>		
9:00	<b>The roundtable team (45 minutes)</b>		
9:45	<i>Break (10 minutes)</i>		
9:55	<b>Planning for success (45 minutes)</b>		
10:40	<b>Publicity and promotion (20 minutes)</b>		
11:00	<i>Break (10 minutes)</i>		
11:10	<b>Program pizzazz (50-minute round robin)</b>		
	Exhibits and displays		
	Audience participation		
	Ceremonies		
	Crafts		
12:00	<b>Helping to build a stronger program (25 minutes)</b>		
12:25	<b>Closing period (10 minutes)</b>		
	Closing remarks		
	Recognition		
12:35	<b>After the conference</b>		
	Evaluation and clean-up	All faculty	

# Resources

## Display

Cub Scout Program Literature:

- 33066 *Insignia Guide*
- 33070E *The District*
- 33122B *Group Meeting Sparklers*
- 33188A *Your Flag*
- 33212C *Cub Scout Ceremonies for Dens and Packs*
- 33219 *Cub Scout Magic*
- 33221D *Cub Scout Leader Book*
- 33222 *Cub Scout Song Book*
- 34713 *Tiger Cub Handbook*
- 33106 *Wolf Cub Scout Book*
- 33107 *Bear Cub Scout Book*
- 33108 *Webelos Scout Book*
- 33832A *Cub Scout Leader How-To-Book*
- 33853C *Webelos Leader Guide*
- 34876A Cub Scout Leader Specific Training poster set
- 33621 *Commissioner Fieldbook*
- 34169 *Leadership Training Committee Guide*
- 34239C *Cub Scout Roundtable Planning Guide*
- 34304C *Cub Scout Program Helps* (current)
- 34512A *Selecting District People*
- 34739 *A Handbook for District Operations*
- 22-159 World Friendship Fund brochure
- AV-06V002 *Highlights of District Operations: Helping Units Succeed and Recruiting District Volunteers* (Videotape)

## Registration

- 33767 Training Certificate (one per participant)
- 00280 Trained leader emblem (one per participant)
- 34413 Training Attendance Report
  - Pens or pencils
  - Name tags (pins if needed)
  - Felt-tip marking pens

## Handouts

Handouts are in the appendix at the back of the manual. Reproduce these locally for distribution to the participants during the appropriate session.

- Conference Learning Objectives
- A Guide to Selecting Volunteers
- Ways to Recognize Volunteers
- Self-Evaluation for the Roundtable Team
- Roundtable Attendance Goals Work Sheet
- Tips for Displays and Exhibits
- Applause Stunts and Leading Songs at Roundtable
- Staging Ceremonies at Roundtable and Ceremonial Props at Roundtable
- Tips on Cub Scout Crafts at Roundtable
- Roundtable Questionnaire

The handouts listed below are available through your local council service center.

- 34239 *Cub Scout Roundtable Planning Guide* (current)
- 31304 *Cub Scout Program Helps* (current)
- 34512A *Selecting District People*
- 22-160 World Friendship Fund brochure
- 14-190 Centennial Quality Unit Award form

# Before the Conference

The faculty should arrive well before the conference is scheduled to begin in order to set up the room.

## Physical arrangements

- Arrange tables and chairs so participants can see and hear the presenters.
- Six to eight chairs at each table creates a comfortable table grouping.
- Set up registration table, display and exhibit tables, refreshment table, etc.
- Test all audio-visual equipment.

## Exhibits and displays

- Cub Scout program literature
- Promotional ideas and incentives
- Crafts developed around the monthly themes
- Simple costumes and puppet ideas for skits
- Ceremony props
- Cub Scout leader recognition display

## Checklist

- Handouts printed from the appendix
- Proper lighting
- Heat/air conditioning on
- Restroom facilities open
- Refreshment and food arrangements set

# Gathering Period

**Learning objectives:**

1. To help participants feel welcomed and relaxed.
2. To register attendance.
3. To provide an activity that will help participants get acquainted before the conference opens.

**Resources:**

33767A Training Certificate (one per participant)  
00280 Trained leader emblem (one per participant)  
34413A Training Attendance Report  
Pens or pencils for note-taking  
Name tags (pins if needed)  
Felt-tip marking pens  
Pre-registration attendance check-in list

**Time:**

30 minutes

**Registration:**

Participants sign in as they arrive and are given a name tag and other conference information they may need. Prepare a Training Certificate for each attendee to be signed by the conference leader and presented during the closing session.

All faculty members welcome each participant as they arrive. Let them know you are glad they came.

**Preopening:**

Choose a get-acquainted gathering activity from *Group Meeting Sparklers* or other resource. Encourage participants to visit the displays and exhibits. Faculty members are on hand to answer questions.

# Opening Period

**Learning objectives:**

1. To set the tone of the conference that is to follow.
2. To demonstrate the proper method of conducting an opening ceremony.
3. To welcome the participants and introduce the faculty.
4. To explain the objectives of the conference.

**Equipment:**

Opening ceremony equipment  
Conference Learning Objectives (Appendix)

**Time:**

10 minutes

**Opening ceremony:**

Open the conference with a flag ceremony. Conduct the ceremony with dignity to set a good example. *Cub Scout Ceremonies for Dens and Packs* is a good resource.

**Welcome and introductions:**

The participants should be made to feel welcome with a few words from the council or district commissioner or a member of the professional staff.

This person next introduces the conference leader, giving a brief personal and Scouting background.

The conference leader then introduces all of the faculty members and any special guest.

**Learning objectives:**

Pass out the Conference Learning Objectives handout.

Check to see if anyone has any other expectations of the conference.

Encourage participants to take notes so they will get the most benefit from the conference.

**Schedule:**

Give a brief overview of the conference schedule.

Explain breaks and refreshments, rest room locations and other “housekeeping” details.  
Introduce the first presenter and topic to be covered.

# The Cub Scout Roundtable

## Learning objectives:

1. Explain the purpose of the Cub Scout leader roundtable and its importance in support of district and council operations.
2. Describe the functions of the roundtable in providing service and supplemental training to Cub Scout leaders in order to help packs succeed.

## Resources:

*Cub Scout Roundtable Planning Guide*  
*The District*

## Time:

20 minutes

## Introduction:

The objective of the roundtable is to give pack leaders program ideas; information on policy, events, and training opportunities; and an opportunity to share experiences and enjoy fellowship; so they will be able to provide a stronger program for Cub Scouts.

## The Six Ws:

Briefly discuss the “Six Ws” of the roundtable. (Reference: *Cub Scout Roundtable Planning Guide*)

Suggested method: Allow participants to supply the answers as you question with the use of large, colorful starbursts upon which you have written the words: Who? What? Where? When? Why? And \$\_\_\_\_\_ (Sixth W = Wise use of funds).

1. **What** is a roundtable?
  - a. The roundtable is an important function of the district in that it provides supplemental training to leaders.
  - b. It is the upcoming monthly Cub Scout program theme in action.
  - c. The purpose of the roundtable is to help units succeed by providing useful program ideas, information on policy, and current information on council and district events and training opportunities.
  - d. It is the most effective medium for getting the Cub Scouting program to the packs.
2. **Why** do we have roundtables?
  - a. To provide pack leaders with the skills, techniques, district/council information, usable program ideas, and the know-how to make the pack operation successful.
  - b. To provide pack leaders with the morale, enthusiasm, inspiration, and motivation that renews their desire to continue serving youth through Scouting.
3. **Who** is the roundtable commissioner?

The roundtable commissioner is the program team leader selected by and accountable to the district commissioner. The roundtable commissioner must be capable of and responsible for recruiting, training, and guiding the roundtable team as they plan and conduct monthly roundtables that achieve the roundtable objectives.

**Who** is the roundtable staff?

Accept all appropriate responses. It is the responsibility of the roundtable commissioner to recruit, train, and motivate volunteers with special abilities and knowledge of the Cub Scout program to help conduct monthly roundtables that achieve the roundtable objectives.

The number of volunteers serving as staff will vary depending on the needs of the district.

4. **When** are roundtables held?

- The roundtable should be held on the same day every month. Scouters like to count on a regular meeting night and appreciate that the meeting will start on time and dismiss on time.
- Dates of the roundtable need to be established early enough to be included in district/ council calendars.

5. **Where** are roundtables held?

You will receive a variety of responses. Point out that a regular meeting place at a central location to all units is usually the most effective. In areas where distance can be a factor, some districts use a “floating” roundtable that meets in a different community each month.

Quickly have participants help you make a list on a flip board or chalkboard, of items to consider when selecting the site for the roundtable.

Do not spend a lot of time on this point.

- Year-round availability of the facility
- Access for those with disabilities
- Rest rooms, drinking fountains
- Parking space
- Heating, lighting, ventilation
- Chalkboards
- Space for activities, including rooms for split sessions
- Opening and closing the facility

6. **Wise** use of funds.

Ask participants to identify the expenses involved in conducting a roundtable. Such as: name tags, Scouter pins, handouts, rental fees, craft materials, refreshments.

Emphasize that large budgets are not essential to successful roundtables and should not become stumbling blocks.

Allow a few minutes for table group discussion on how the roundtables in their districts are financed. Share with the entire group. Bring out these points:

- a. Funds may be available through the council operating budget. Districts are a part of the council body and do not maintain bank accounts.
- b. Refreshments (and materials) may be donated by packs or outside sources.
- c. A major expense can be avoided if the meeting place is made available at no cost.

**Summary:**

A quality roundtable should be informational—to provide leaders with skills. The things that happen at the roundtable must be usable by packs in the next month's den and pack meetings.

The best method to teach a skill is to learn by doing. A roundtable is not entertainment; it is a learning experience. Yet if it is done well, it can be entertaining, too.

A quality roundtable must also be inspirational—it should help motivate Cub Scout leaders to do their best for their Cub Scouts.

The successful administration of the roundtable comes from not only knowing what to do, why we do it, who does it, and when and where to do it, but also requires careful planning, sharing assignments, and the skillful completion of assigned tasks by an enthusiastic and qualified staff.

“In order to make a quality roundtable happen, each district needs a qualified, well-trained roundtable team. And now, here's (next presenter) to help us understand what we need to do in order to get a quality roundtable team.”



# The Roundtable Team

- Learning objectives:**
1. List the responsibilities of the Cub Scout roundtable commissioner and Cub Scout roundtable staff.
  2. Explain procedures for selecting and recruiting an effective roundtable team.
  3. Describe how the roundtable team is trained.
  4. List various methods used to support, motivate, and evaluate the roundtable team.
  5. Identify the training requirements and awards available for the roundtable team members.

**Resources:**

Review the Roundtable section in the current *Cub Scout Roundtable Planning Guide*.

Review A Guide to Selecting and Recruiting District Scouters in *Selecting District People*, No. 34512A

Review *Commissioner Fieldbook* section on the roundtable team.

**Handouts:**

A Guide to Selecting (appendix)

Self-Evaluation for the Roundtable Team (appendix)

**Time:** 45 minutes

**Introduction:** An effective roundtable commissioner and staff are vital to the success of the roundtable. The leadership needs to understand their roles and responsibilities and be provided the necessary training and support to be successful in their jobs.

**Roundtable commissioner responsibilities:**

You may discuss this next question with the group. “We have said that the roundtable commissioner is the program team leader, so what are the responsibilities involved with this position?”

Responses should include the following:

1. Responsible for planning and supervising the delivery of program ideas and motivation to Cub Scout leaders that will enable packs to provide a more effective program to Cub Scouts.
2. Knowledge of Cub Scout literature and how to help leaders use it in support of their program.
3. Responsible for recruiting and training a quality roundtable staff.
4. Preside over the annual and monthly planning meeting, set goals, and establish written plans for the roundtable program.
5. Work with the district executive and district commissioner to establish an annual operating budget for the roundtables.
6. Attend monthly commissioners’ meetings to report on the roundtable activities and to alert unit commissioners to packs whose leaders are not attending the roundtable.
7. Responsible for ensuring that quality roundtables take place as scheduled. (Roundtable commissioners may or may not conduct the roundtable themselves.)

8. Conduct regular evaluations of the roundtables to determine how they can be improved.
9. Responsible for making arrangements for roundtable to occur, such as: secure the meeting place, equipment, and supplies.
10. Take the training necessary to grow in experience and knowledge. This may be done through council-sponsored commissioners' conferences, the roundtable workshops, etc.

**Roundtable staff:**

Discuss the responsibilities of the roundtable staff or team and include the following:

1. Attend the planning meeting regularly or make arrangements for getting all the information if unable to attend.
2. Share ideas and encourage other team members to contribute to the planning meeting with suggestions on activities and theme development.
3. Promote roundtable in order to build attendance.
4. Share resources with other members of the roundtable team.
5. Prepare and present their part of the roundtable in a quality manner.
6. Attend roundtable in correct uniform.
7. Arrive early to assist with setup and be available after the meeting to answer leader questions.
8. Contact the roundtable commissioner and their backup team member in a timely manner when unable to follow through with an assignment.
9. Keep and project a positive attitude towards the Cub Scout program.
10. Take training for their position and continue to increase their knowledge of Cub Scouting.

**Selecting the team:**

The number of staff people needed on any roundtable team varies with the size of the roundtable. Surveys have shown that successful teams average 6 to 10 in number.

Team members are selected based on their qualifications. They need to be trained leaders, knowledgeable, have creativity, the ability to work with others, and the desire to share.

**Assess needs:**

Roundtable staff members who can produce an effective roundtable program should be able to:

1. Share workload for a more effective program (song leader, registration, session leader, etc.)
2. Provide a variety of abilities, interests, and skills.
3. Increase available resources.
4. Keep roundtable preparations fun.
5. Increase district participation.
6. Build attendance.

**Selection steps:**

The roundtable commissioner's job is to recruit, train, and motivate a staff. Hand out Selection Steps and indicate this guide has been prepared to give them successful methods to select, approach, and research their potential volunteers.

Go over the selection steps quickly.

Sources of prospects/where to look:

1. Current Scouters
2. Former Scouters
3. Former Scouts
4. Scouters who attend roundtables regularly
5. Order of the Arrow members
6. Pow wow leaders
7. Day camp staff
8. Recommendations of current staff
9. Recommendations of district executives
10. Recommendations of district commissioner
11. Merit badge counselors
12. Former Wood Badge staff members

To obtain and retain a roundtable team, you need to understand something about the volunteer. Understanding why you do what you do for Scouting may help you understand the motivation of others.

**Recruit:**

Now that they know what they need and who they want to do it, it is time to enlist help. Using *Highlights of District Volunteer Recruiting: An Overview* as a guide, cover the steps to success.

Draw additional ideas on recruiting techniques from the group. Also, remind them that they must not steal a key leader from a pack.

Ask: "Who is responsible for recruiting the Cub Scout roundtable team?" (Roundtable commissioner after consultation with the district commissioner and the district Scout executive.)

**Training the team:**

The roundtable commissioner and other roundtable team members should be trained so that they will be able to present material and teach skills at the roundtables in an interesting way. The roundtable is too important to leave the training of its key personnel to chance.

Review the available continued trainings for the Cub Scout roundtable commissioner and roundtable staff:

1. Roundtable staff members should have previously attended the leader specific training courses and the council's trainer's development conference.
2. Personal coaching by the district commissioner or the roundtable commissioner from

*Commissioner Fieldbook* and current *Cub Scout Roundtable Planning Guide* (Fast Start).

3. BSA Online Learning Center Cub Scout Roundtable Commissioner Fast Start.
4. Roundtable commissioner and roundtable staff training conferences. Attending this training for your staff position enables you to wear the trained leader emblem on the left sleeve of the uniform.
5. Council roundtable team workshops and commissioner's conferences (supplemental).
6. Council pow wows (supplemental).
7. National Cub Scout training conferences, Philmont (supplemental).
8. Wood Badge (advanced).

**Recognition requirements:**

Show the trained leader emblem. This emblem is available for all leaders who have completed the training program for their appropriate program position. These requirements are found in the *Leadership Training Committee Guide*.

Review the requirements for the Scouter's Key for Cub Scout roundtable commissioner and the Scouter's Training Award for Cub Scout roundtable staff.

Roundtables can help transmit training information to pack leaders to help encourage their recognition.

Show the current *Insignia Guide*. Participants can always rely on this resource to know how to display their awards properly. All leaders should be aware of recognitions available through their district or council.

If it is not in the *Insignia Guide*, then the recognition should be treated as a local and not a national award. Local awards may include name tags, neckerchiefs, necklaces, or other bead recognition that could be given to all leaders for attendance or participation at the roundtable.

**Motivation:**

Recognition is one way to motivate.

The roundtable commissioner is responsible for motivating the roundtable team, as well as developing the skills of the individual members. A motivated team is absolutely vital to a successful roundtable, one that sparkles with fun and enthusiasm.

Ask: "How can roundtable commissioners provide the best support for their team and provide them with the motivation needed to accomplish successful roundtables?" (If time allows, break into small buzz groups to discuss before large group sharing.)

Bring out these points to develop positive attitudes in the roundtable team:

1. Get off to a good start by providing personal coaching right away. They need to know what their responsibilities are.
2. A supportive climate motivates people to do their best. Take them to a roundtable workshop or to a planning meeting.
3. Provide information. Open communications are important. Keep everyone on the team updated on plans, assignments, and materials necessary for an effective roundtable.
4. When a new program or policy is being put into effect, tell the team members all that is necessary to help them understand.
5. Make assignments fit the interests and abilities of the team members.
6. Be sure all personnel feel their assignments are meaningful. They need to feel that they are contributing to the success of the roundtable.
7. Make certain that team members know what the others are expected to do. Each member

should be provided with a monthly agenda and assignment. (If the roundtable is using pack participation, each pack with an assignment needs to be provided with information.)

8. Use planning meetings to their best advantage. Do not let staff members stray off the agenda topics. Everyone's time is valuable.
9. Help the team succeed. Share resources and give assistance when requested.
10. Express confidence in each individual team member and in the team as a whole. Train them, trust them, and turn them loose.
11. Set a good example of attitude, uniforming, Scouting spirit, and loyalty.
12. Use methods to develop team spirit and oneness of purpose. Keep in mind why you are there. Avoid personal conflict.
13. Give credit openly for good results.

### **Meaningful results:**

A few more ways a roundtable commissioner can produce a more effective team:

1. Set clear goals that are challenging and realistic. A good staff member keeps the purpose of the roundtable clearly in focus. It is just as important to know the steps that are needed to reach the objectives.
2. Meet your deadlines. Establish practical timelines to do the work.
3. Have a plan of action. The roundtable commissioner will guide the group with individual plans for each staff member.
4. Have productive meetings. Each meeting must be well planned and specific in purpose on a regular schedule.
5. Keep a positive attitude. The enthusiasm of the roundtable team is so contagious that it is transmitted to every leader who attends a roundtable through eye contact, voice, and gestures.

A team in which the members share in the decision-making will have a better chance to understand the group's purposes and goals, to be flexible, and to achieve satisfaction knowing that they have had a part in shaping the team's spirit. They have an investment in its success!

### **Self-evaluation:**

It is not only important for the team members to feel that they are a valuable part of the group; they also need to know that what they contribute to the group is of value. Team members should be encouraged to evaluate each and themselves.

Distribute the handout Self-Evaluation for the Roundtable Team.

Explain that evaluation should lead to improvements. This self-evaluation has been designed to help the roundtable team members determine their effectiveness and to help them target those areas that may be in need of improvement. Allow the participants a few minutes to look over the evaluation. Answer any questions they may have.

# Planning for Success

**Learning objectives:**

1. Explain the importance of both annual and monthly roundtable planning.
2. List the key elements of a quality roundtable.
3. List and implement the steps to planning a quality roundtable.
4. Describe the resources available to assist in the planning of exciting, varied roundtables.

**Resources:**

*Cub Scout Roundtable Planning Guide* (current)

*Cub Scout Program Helps* (current)

**Handouts:**

Cub Scout Roundtable Planning Sheets reproduced locally

**Time:**

45 minutes

**Introduction:**

Up to this point, your attention has been directed at understanding the elements needed to administer a quality roundtable. We have looked at where the roundtable fits in the organizational structure of the district/council, the importance of establishing good working relationships with others, and the advantages of selecting and training a good roundtable team.

During this learning experience, we will be looking at another important element in creating successful, quality roundtables planning.

**Quality roundtables:**

In order to begin the planning process, we must first agree upon what it takes to make a quality roundtable.

Point out that quality roundtables should:

- Create a real sense of fellowship.
- Get the right program to the right people.
- Give specific help to leaders.
- Use interesting exhibits and displays.
- Maintain a dependable schedule.
- Build bridges.
- Be flexible.
- Be fun.
- Involve all packs.

**The planning process:**

Accomplishing anything, from holding a den meeting to organizing a day camp, requires planning. Before we get specific about how to plan a roundtable, we need to understand planning in general terms. The planning process is done in five steps:

1. Understand what you want to accomplish by setting goals or learning objectives.
2. Think of ways to achieve these goals.
3. Write them down in a step-by-step process.

4. Do it!
5. Evaluate it.

Sounds simple, doesn't it? Unfortunately, many people jump directly to step 2 and omit steps 3 and 5 altogether. Roundtables will be successful if you plan in advance and follow using all five important steps.

### **Who plans roundtables?**

The roundtable commissioner and roundtable staff plan and conduct regular quality roundtables that meet the objectives of Cub Scouting. The staff is responsible to the roundtable commissioner, who is, in turn, responsible to the district commissioner. The roundtable commissioner is responsible for scheduling and presiding over the district's annual roundtable planning conference, which is attended by the roundtable staff. The district commissioner and the district executive are invited to take part in this process.

### **When should planning be done?**

The year's roundtable program is planned at the district roundtable team's annual program planning meeting. The following materials are gathered to prepare for this meeting:

- The council's calendar of activities for the coming year that shows important special events that will require special roundtable attention
- National programs or emphasis that will be introduced during the year
- The current *Cub Scout Program Helps*
- The *Webelos Leader Guide*
- This booklet along with the *Cub Scout Roundtable Planning Guide*
- Location, date, and time of the roundtables

Using these materials, the roundtable commissioner and roundtable staff establish an annual plan of monthly roundtable emphases and a general program outline. A plan for attendance promotion is also developed.

At each month's planning meeting, the roundtable commissioner meets with the roundtable staff to review plans for several upcoming roundtables and to confirm the details of the roundtable scheduled for the current month.

Assignments are made for each part of the roundtable program and written down on the planning sheet. Staff members decide at the planning meeting whether to recruit and coach someone to conduct their assigned part of the program or to prepare and conduct it themselves. Sometimes these staff members serve as advisors to pack leaders who have been asked to prepare a portion of the roundtable.

Other staff responsibilities include equipment, literature, visual aids, physical arrangements, and attendance promotion. As each assignment is made, it is recorded on a roundtable planning sheet. Every roundtable staff member needs a copy.

Write down the plan and make sure that everyone understands their responsibilities. The planning form can then serve as the "script" for your roundtable. Everyone who plays a part should have a copy so that everyone is following the same plan.

Block in plans for the month ahead so that identification of resources and staff requirements can be established well in advance. It is advisable to look an additional month ahead of the month you are planning to prepare a preliminary outline. All detailed plans are based on the overall information that was established during the annual roundtable program planning process.

The Cub Scout program is a 12-month program. Roundtables need to set a good example for leaders by providing 12 months of program ideas and encouragement for packs to remain active during the summer months.

## **Planning the roundtable:**

Begin by stating that we will review the various parts of the roundtable to see why each is an important element that requires planning.

Hand out Cub Scout Roundtable Planning Sheet if you have not done so yet.

Introduce the parts of the roundtable and draw ideas from the group as to what each includes and why it is important to the overall roundtable program. Be accepting of various leaders' opinions. Bring out the following points:

### Theme of the month

The purposes of Cub Scouting are developed through the month's theme. Themes are determined using resources such as the *Cub Scout Roundtable Planning Guide* for the current year.

### Book of the month

Display copies of Cub Scout books, *Boys' Life*, any supplementary publication and highlight the ideas from the pages that tie into the theme of the month as listed in each month's roundtable program guide.

Leaders cannot use materials that they do not know are available.

### Pre-opening

This gathering time is fun, with staff members welcoming each arrival. This sets the tone for the roundtable.

### Displays

Colorful and informative exhibits and displays that relate to the program are displayed to encourage pack leaders to use similar displays for their own pack events.

### Registration

Each person signs in at the registration table, receives a name tag, then gets involved in the activity.

### Gathering Activity

Plan an activity such as a fun, get-acquainted exercise.

### Opening Ceremony

Start the meeting on time. A brief ceremony encourages everyone to settle down. Keep ceremonies simple so that pack leaders will want to use them. It is a good idea to set an example for leaders with a moment of non-denominational prayer or moment of reverence.

If you establish the pattern of beginning the opening ceremony at the announced time, leaders will become more punctual.

### Icebreakers and Songs

Icebreakers, such as those found in *Group Meeting Sparklers*, and songs from the *Cub Scout Songbook* help get the roundtable off to a good start by creating enthusiasm and a relaxed atmosphere. Distribute song sheets so that everyone knows the words. Comic applause, tricks, and simple group participation games make good icebreakers.

### Welcome and Introductions

Call new Scouters to the front, ask them to give their names and jobs in Scouting. Introduce and welcome special guests. Take a minute and bring them up front, shake hands, and make them feel they really belong.

The roundtable is an excellent place to recognize Scouters who have completed training or have achieved some honor in Scouting. This can be done simply, but recognition by peers is important.

### Games

Present a new game (preferably one that fits the theme) and have the whole group play or at least have several Scouters demonstrate it. The game need not be completed, but be sure to have a demonstration.



### Theme-related and outdoor-related activity

This might be a presentation of a list of resources for the theme, a demonstration of some skill or technique that will be useful next month for all leaders, or perhaps an explanation of some aspect of the BSA program. The outdoor-related segment will give leaders outdoor program ideas for their den or pack. Whenever possible, combine the theme-related and outdoor-related activities into one event.

### Skills Demonstration

This time for demonstrating and practicing a skill will build leaders' confidence as they learn and participate in new Cub Scout skills. Games, tricks, puzzles, and sample ceremonies may be demonstrated during this period.

**Games.** Demonstrate a theme-related game that might be played at a pack meeting. Involve as many participants as possible. The game needs not be completed, but be sure to have a demonstration followed by practice. Alternately, a game could be included in the separate sessions.

**Tricks and puzzles.** A trick or puzzle that Cub Scouters can take back to their boys adds to the fun and provides one more program tip for leaders.

**Sample ceremony.** Stage a sample ceremony at each roundtable to show leaders how Cub Scouting's purposes and ideals can be symbolized in ceremonies. If some of your packs are noted for excellent ceremonies, you might ask their leaders to perform an occasional ceremony. Alternately, a sample ceremony may be included in the separate sessions.

### Training highlight

A district training team member may be invited to present a supplemental training session to reinforce elements of Basic Leader Training.

### Separate meetings

Up to this point, all roundtable leaders have been together. Now it is the time to separate them into four groups and give specific ideas to specific leaders. Leaders are divided into the following groups:

#### Tiger Cub and Cub Scout den leaders:

Focus on theme-related activities, including methods of adapting these activities to include Tiger Cub adult partners, and present a hands-on activity.

#### Webelos den leaders:

Present ideas for activity badges, the Webelos badge and Arrow of Light Award, and a hands-on activity.

#### Cubmasters:

Focus on the elements of running a fun and well-organized pack meeting and present a hands-on activity.

#### Pack leaders' committee and unit commissioners:

Concentrate on ways to improve the pack's overall program and support of the Cubmaster.

### Closing ceremony

The four groups come back together. Announcements and explanations about district and council events are made during this time along with upcoming training opportunities. End on time with your closing ceremony.

### Commissioner minute

This summary of the roundtable program offers encouragement to the participants to use the skills they learned at the roundtable to provide a better program for their youth. End the roundtable meeting on time.

### After the roundtable

Fellowship and the exchange of ideas through informal discussions among leaders can be one of the most productive parts of the roundtable. Simple refreshments add a finishing touch. After a few minutes of mingling, the staff should adjourn to hold a brief staff meeting.

### Evaluation

The roundtable evaluation checklist tells us whether we met our learning objectives. The staff should evaluate every roundtable as soon as it is completed. This will help in the planning of the next month's roundtable. Several times you should check with the leaders who attend your roundtables. Are you meeting their needs? What would be helpful for them in their pack jobs?

### **Theme focus:**

The current *Cub Scout Program Helps* and the *Webelos Leader Guide* are the roundtable textbooks. The material in Program Helps is organized around monthly themes. Although they are optional, most packs will follow the recommended themes; therefore, each roundtable includes specific help based on the theme for the following month. Some program suggestions, particularly games and ceremonies, are difficult to visualize from a description. Seeing or, better yet, participating in a game or ceremony can make it come to life.

Character connections can be accomplished through the use of specific themes.

### **The planning meeting:**

At this point, we have gone over the annual and monthly planning, the parts of a roundtable, resources that are available, and generally how to relate those resources to the Scouting program. Now let's look at the actual planning of the roundtable.

With the help of the current *Cub Scout Roundtable Planning Guide*, briefly review a few of the preplanned program suggestions. Points to make:

- Many roundtable commissioners prefer to use the preplanned meetings exactly as they are written, but each roundtable should be modified to meet the needs of the people who attend.
- Sometimes fun features can be added or other games or songs can be substituted for those suggested.
- Finally, you can plan an entire roundtable from scratch starting with nothing but a monthly theme.
- When it is time to plan your monthly roundtable, the roundtable commissioner and roundtable staff should sit down and plan it together. This brainstorming session will produce enthusiasm as together they participate in decisions, and you will find that staff members have many good ideas to contribute to a fun roundtable.

Discuss each of the following items necessary for a good planning meeting. The roundtable commissioner needs to:

- Preside over the meeting and keep the group on task.
- Prepare a written agenda to keep the discussion on track.

Use the roundtable planning sheet to break big tasks into smaller, more manageable ones.

- Make sure all staff members understand their responsibilities and time limits. Everyone gets a copy of the final plan.
- Be looking ahead to more than one roundtable at a time.

Select a theme for discussion. With the help of the participants and the following resources: *Cub Scout Roundtable Planning Guide* and *Cub Scout Program Helps*, review the planning sheet and guide them to see how to achieve a balanced roundtable with all of the elements and times carefully planned.

# Publicity and Promotion

- Learning objectives:**
1. Describe specific publicity and promotional methods that can be used to increase roundtable attendance.
  2. Evaluate current roundtable attendance and set future roundtable attendance goals.
  3. Identify how to retain existing roundtable attendance through incentive techniques.

**Resources:** *Cub Scout Roundtable Planning Guide* (current)

**Handouts:** Roundtable Attendance Goals Worksheet, locally reproduced  
Roundtable Attendance Report, locally reproduced

**Time:** 20 minutes

**Introduction:** Promotion is a key ingredient to increasing your roundtable attendance. If your roundtable is fun, exciting, and meets the needs of your district leaders, your current participants will keep coming back. But you have to get the leaders there for that very first meeting to get them hooked!

**Assess attendance:** To determine your attendance needs, first assess what has happened in the past. Begin with past roundtable attendance records. If records cannot be found, your assessment may be from information shared with you by pack leaders and district personnel.

Hand out Roundtable Attendance Report and quickly show the participants how to use the form. It is easy to track a pack's attendance or lack of attendance. This report should be given to the district commissioner at the monthly commissioners' meeting.

Lead a discussion on how to examine current roundtable attendance records. Ask, "Do you need to promote your roundtable?" "How do you know?" Listen to responses, but do not get into a lengthy discussion at this point.

Hand out the Roundtable Attendance Goals Worksheet. Have participants fill out questions numbered 1, 2, and 3.

Many will not know the answers to these questions. Ask for suggestions on how to find this information. Responses include district commissioner, unit commissioner, district chairman, and district Scout executive.

The cumulative attendance reports will help set our attendance goals. Have the participants help answer each of the following questions:

1. What units do not need special promotion?
  - Units that attend regularly
  - Units that participate in roundtable
2. Which units need immediate attention?
  - Never attend roundtable or district events
  - Have a poor program
  - Are losing membership
  - Would most benefit from roundtable participation

3. Which units need help during special times of the year?
  - Attendance drops off at specific times
  - Makeup of those attending is not representative of all leaders (i.e., only the Cubmaster or den leaders attend—Webelos leaders are never there)

**Promotion:**

Promotion is more than just letting Cub Scout leaders know when and where the roundtable is happening. Your goal is to make them want to come. You should include the following information in any of your roundtable promotional materials:

- Who? Which leaders would you like to see at roundtables? Be specific with job titles.
- What? Roundtable is an interactive, hands-on meeting in which leaders are actively involved.
- When and where? Give the date, day of week, time and place.
- Why? Explain the purpose—Let leaders know how the roundtable will help them in their leadership positions.
- Contact person—Include the name and/or phone number of a contact person to answer leaders' questions about roundtables.

**Personal contact:**

The best, most effective, consistently productive way of building attendance is by personal contact. At the district's monthly commissioners' meeting, the roundtable commissioner should emphasize that an important part of unit commissioners' service to packs is encouraging leaders to attend roundtables. Unit commissioners should attend roundtables to stay involved and informed about district and council activities. Suggest that they bring along leaders from their packs and make sure they realize the roundtable is a resource that can make their jobs easier.

**Publicity:**

Ask, "You are trying to reach Cub Scout leaders to promote their attendance at roundtables. What can you use for publicity?"

1. Fliers. Informational fliers that detail what a roundtable is all about should be included in School Night for Scouting packets and at Cub Scout leader basic training courses. Distribution should continue throughout the year at day camps, district pinewood derbies, Scouting shows, and anywhere else that you would find Cub Scout leaders.
2. District or council newsletters and calendars. Be sure your dates and meeting location are listed in the district and council newsletters and calendars. Include new information in each month's article detailing the theme and the agenda for that particular month.
3. District or council Web sites. Many districts and councils maintain home pages on the World Wide Web. Provide up-to-date information on these sites about plans for upcoming roundtable events.
4. Local news media. Make brief announcements in the local news section of your community newspaper and create public service radio announcements. Your local cable television station may have a community bulletin board that will allow you to post information about your monthly roundtable.
5. Posters. Place posters in the local council service center, Scout shops, and other Scouting distributors. These can be permanently displayed if you meet at the same time and location each month. Posters or displays can also be set up at pow wow or leader's essentials training.
6. Mailed announcements. This method can be both expensive and time-consuming but may be worth it for special events. If your chartered organizations have printed bulletins, place stories in them. Try church bulletins and company newsletters.

7. E-mail messages. Establish a roundtable e-mail directory of district Cub Scout leaders. Reminders of meetings and special events can be sent very efficiently to a large number of people through this avenue of communication.
8. Telephone chains. Telephone campaigns can take time, but the whole roundtable team can cover a telephone list in one evening. Give everyone the same list of items to cover to keep calls brief and on target.
9. Road shows. Develop a slide show or videotaped presentation of your roundtable. Make arrangements for roundtable staff members to visit pack committee meetings around your district to show leaders what they are missing.
10. New leader trainings. Make it a point each month to publicize Cub Scout leader training opportunities. Do this with posters, announcements, skits or visits from the training team.

### **Retaining attendance:**

Now that you have leaders attending your roundtable meetings, how do you keep them coming back? A well-planned roundtable program will inspire leaders to try the program ideas they see, and they will want to come back for more ideas, fun, and fellowship. But with the many demands on leaders' time, you may want to consider other incentives to encourage continued attendance.

#### Attendance awards

Name tags and beads are some of the more popular attendance awards. They provide immediate recognition to all those in attendance.

String a blue bead on a vinyl lace to hand out at the first roundtable of the year. Distribute additional beads each month. Give different beads to leaders who assist with the program. A leather name tag on which to hang the lace and beads may be presented when the leader attends a set number of roundtables. Present a special bead to those who have perfect attendance all year. Small tokens on a vinyl lace that represent each month's theme promote interest in regular attendance.

Scouters can wear this roundtable totem with their uniform to roundtable meetings each month. These awards are not official insignia and should not be permanently attached to the uniform. They are not appropriate to be worn at any meeting attended by Cub Scouts or worn outside your council.

Homemade neckerchief slides make inexpensive appreciation or attendance awards. They also promote your roundtable when other leaders ask about them.

#### Traveling attendance trophy or 'Cubby'

For roundtables, you can use a hiking staff, a Cub Scout uniformed bear, or even an impressive trophy to the pack that has the highest number of registered leaders attending roundtable that month. The winning pack brings the prop back the next month with something added to it. At the end of the year, the pack having the greatest average attendance receives the prop as an award.

#### Door prizes or special drawings

These are items that would be of use to Cub Scout leaders. If you built a special piece of equipment to demonstrate a game or ceremony, give it away as a door prize. The lucky recipients can use it as a part of their theme-related activities next month.

#### Refreshments

Provide snacks for those who have come to roundtables straight from work. Popcorn is an inexpensive snack that can be popped right at the meeting. The aroma is stimulating and can create a carnival-like atmosphere.

**Better attendance:**

The secret to better attendance is not in making people come to your roundtable meetings, but in making them want to come. A well-planned roundtable meeting will inspire leaders to try the program ideas they see and to come back next month for more ideas, fun, and fellowship that make their jobs back in the pack easier.

Get people involved. Get them on their feet, singing, participating. Create the feeling that they are a part of the roundtable.

# Roundtable Program Pizzazz

## (Round-Robin)

### Learning Objectives:

1. Explain why games, songs, and stunts are important in the roundtable program.
2. Show creative uses for the roundtable ceremonies and explain the importance of ceremonies in the Cub Scout program.
3. Describe theme-related crafts appropriate for the roundtable, and explain the importance of using crafts that appeal to boys.
4. Provide and strengthen program ideas through displays and exhibits.

### Resources:

*Cub Scout Roundtable Planning Guide* (current)  
*Cub Scout Program Helps* (current)  
*Cub Scout Ceremonies for Dens and Packs*  
*Cub Scout Leader How-To Book*  
*Cub Scout Song Book*  
*Group Meeting Sparklers*

### Handouts:

Tips for Displays and Exhibits, reproduced locally  
Applause Stunts, reproduced locally  
Leading Songs, reproduced locally  
Staging Ceremonies at Roundtable and Ceremonial Props at Roundtable  
Tips on Cub Scout Crafts at Roundtable

### Time:

50 minutes

### Round-robin procedure:

1. The conference leader will assign topics for the round-robin to faculty members before the conference. A backup presenter is assigned for each topic. The backup may assist the presenter and will fill in if an emergency occurs.
2. Divide the participants into four equal groups. Explain the procedure for the round-robin and the location of each station.
3. Each group will begin at a designated round-robin station.
4. Presenters make a 10-minute presentation, starting on time and ending on time.
5. A signal will announce the changing of stations. There is a two-minute time allowance for movement between stations.
6. Each presenter makes the same 10-minute presentation to each of the four conference groups.

**Introduction:**

During the round-robin you will see how to add pizzazz to four of your program areas.

Round-robin is a training technique that can be used as an alternative to the usual roundtable format. It is a good technique to use during the summer months for booth displays or fair-type themes. (Participants are not only gaining useful information during this session, but also learning a useful technique.)

Break into assigned groups and report to first stations. Each group will begin at a different station. After a 10-minute presentation, a signal will indicate the time to move onto the next station. You have two minutes between presentations.



# Exhibits and Displays

This session is best presented with lots of show-and-tell items. As you “show-and-tell,” point out advantages to appropriate letter size, color contrasts, arrangements, spacing, etc. Use a variety of materials to emphasize that almost anything can be a display source.

Use easels, screens, hanging wires, etc. to set up an attractive informative display area. Create an atmosphere with signs, streamers, balloons, colored papers. Use attention-getting devices such as pulling a string, a flashing light, peepholes, etc. to get the participants to understand that even displays and exhibits can demand involvement.

Make up a variety of displays in advance and arrange to borrow samples from others. Listed below are a few suggestions recommended for display and exhibit during this session.

- Permanent types of displays such as unit poster, quality units, roundtable attendance chart, etc.
- Temporary displays that are designed to meet a specific short-term purpose: School Night for Scouting, Summertime Pack Awards, day camp, pow wow, leader specific training, etc.
- Set up exhibits of creative ways to display Cub Scout literature, theme crafts, skill ideas, special patches, etc.
- Exhibit examples of inexpensive and simple ways to construct display equipment. Include directions on how to make cardboard easels, wire book racks, felt boards, flip charts etc.
- Stand poster listing the Cub Scout character connections that can be achieved through a suggested theme, and display achievements that can be accomplished by the Cub Scouts through the use of a good theme.

Introduction: Ask, “What was your first impression when you walked into the room of your first roundtable?” Listen to a few responses.

It is important that we make a good first impression at roundtable. The way we decorate the meeting place and how we display the program ideas can make the difference in whether or not the leaders will use the material.

During the session we will be looking at methods to display and exhibit material, ideas, and information in ways that will add sparkle and variety to your roundtable.

Hand out and review Tips for Displays and Exhibits. Show examples to illustrate those points.

Take time to answer any questions.

Direct the group to the next station when signaled.

# Audience Participation in Games/Stunts/Songs

One of the purposes of Scouting is to have fun and develop fellowship. Audience participation certainly promotes that aspect of Scouting. Some choices of suitable audience participation activities include:

Songs. Use songs at every roundtable to add spice. They are good icebreakers that will get a meeting going. Show *Cub Scout Songbook* as a resource for songs.

Stories/stunts/applause. Liven up the evening or set the stage for a theme. Stunts can be used to fill a lull in the meeting. Applause stunts are a quick form of recognition and an opportunity to get the leaders on their feet after a long quiet or serious moment. Show *Group Meeting Sparklers*.

Games. These are the sunny side of Scouting. We teach Cub Scouts through games, but they also foster sportsmanship and fellowship. A little competition among leaders at roundtable can result in a spirited good time. Show the 'Games' chapter of the *Cub Scout Leader How-To Book*.

There are some key elements to keep in mind when leading audience participation activities.

1. Your positive attitude and spirit of the group will influence how well the game/song/story is received.
2. Don't be embarrassed by a mistake. If the activity goes wrong, simply stop and start again. If done with a good laugh, everyone will enjoy the experience.
3. Include everyone in the activity. Use activities that will get the greatest number of people involved.
4. Don't wear the activity out. Quit while they are still having fun. Leave them wanting more and wanting to do it again.
5. Learn the activity before you try to lead it. Have all the equipment ready, songs written on a chart, paper, or chalkboard, game equipment nearby, etc.
6. Be sure you have enough area in which to conduct the activity.
7. Be enthusiastic while leading the activity and it will encourage the leaders to have a good time.

Have a participant lead a pre-selected song or stunt. Afterwards, recognize the involvement with an appropriate applause stunt.

Hand out Applause Stunts and Leading Songs at Roundtable.

Take time to answer any questions.

Direct the group to the next station when signaled.

# Roundtable Ceremonies

Citizenship training and character development may be taught through the use of ceremonies. They help develop the monthly theme. They focus attention on the accomplishments of Cub Scouts and provide high points in the advancement plan. It is important that ceremonies are included in the roundtable to demonstrate for leaders the variety of ideas that are available and to encourage their use.

Discuss the types of ceremonies used at the roundtables.

- Opening and closing ceremonies
- Recognition
- Attendance
- Demonstration
- Advancement

Show *Cub Scout Ceremonies for Dens and Packs* as a good resource for ceremonies. Explain that with a little imagination, many of these suggestions can be adapted to fit different themes.

Hand out Staging Ceremonies at Roundtable and Ceremonial Props at Roundtable. Briefly review the points on each.

Show examples of ceremony props and equipment and point out how they can be used. Explain that many packs make and use their own ceremonial equipment, but units can also share. Some roundtables maintain a supply of ceremonial equipment that can be checked out on a request basis.

Conduct a simple, impressive ceremony using props.

Take time to answer any questions.

Direct the group to the next station when signaled.

# Roundtable Crafts

Crafts are an important part of the Cub Scout program. Boys enjoy making things. In the making they learn to follow directions, work skillfully with their hands, appreciate materials, and use and care for tools.

Crafts should be made relevant to the theme of the month and to the Cub Scout and Webelos advancement plans.

Hand out Tips on Cub Scout Crafts at Roundtable. Review the guidelines for selecting crafts to display and demonstrate at the roundtable. Point out resources available for Cub Scout craft ideas, including the 'Crafts' chapter of the *Cub Scout Leader How-To Book*.

Prepare a display of boy-type crafts. Explain how they are related to a particular theme and what achievement or elective each helps the Cub Scout to accomplish. Be sure to identify the resource for instructions and materials.

Suggestions for display crafts:

1. Nature crafts (for outdoor themes)
2. Wood, plastic, or leather crafts (Craftsman activity badge)
3. Costume parts (numerous themes)
4. Blue and gold banquet decorations
5. Homemade games (boy appeal)
6. Holiday gifts or decorations
7. Terrariums (Naturalist activity badge)

Through careful selection and presentation of crafts, the roundtables can help leaders gain confidence in handling crafts for Cub Scouts.

- Crafts that will be useful, with a perceived value and not just busy work.
- Crafts that will fit the monthly theme.
- Crafts that are age-appropriate and interesting to boys.
- Crafts that fit into the Cub Scout advancement plan.

Take time to answer any questions.

Direct the group to the next station when signaled.

# Helping to Build a Stronger Program for Dens and Packs

- Learning objectives:**
1. Help build quality pack programs through quality roundtables.
  2. Conduct the roundtables for special situations.
  3. Explain how to motivate Cub Scout leaders to do a good job.
  4. Evaluate the roundtables and know how to use evaluations to identify and strengthen weak areas.

**Resources:**

*Cub Scout Leader Book*  
*Cub Scout Leader How-To Book*  
Centennial Quality Unit Award form  
*Your Flag*  
World Friendship Fund brochure

**Handouts:**

Centennial Quality Unit Award  
Roundtable Questionnaire, reproduced locally  
Leading a Song, reproduced locally  
Staging Ceremonies at Roundtable and Ceremonial Props at Roundtable  
Tips on Cub Scout Crafts at Roundtable

**Time:** 25 minutes

**Building a quality pack program:**

Hand out Centennial Quality Unit Award form. Quickly go over the items on this sheet with the participants and discuss how roundtables can help packs achieve a positive response on each item.

Ask the following questions to stimulate discussion or break into buzz groups and have small group discussions on one or two questions, followed by sharing with the entire group.

1. How can the roundtable help packs reregister on time?
2. How can the roundtable help attract and inform boys and parents about Cub Scouting?
3. How can the roundtable encourage packs to take part in district/council activities?
4. How can the roundtable help ensure prompt and meaningful recognition of boys and leaders?
5. How can the roundtable help instill a spirit of pride and citizenship?
6. How can the roundtable emphasize health and safety?
7. How can the roundtable help promote the outdoor program?
8. How can the roundtable promote Cub Scout ideals?
9. How can the roundtable promote leader's helps . . . literature, training, equipment, materials?

**Discussion points:**

This exercise is intended to heighten the participants' awareness not only of how to achieve the roundtable's purpose, but also of what that purpose is.

Make sure the following points are made in the discussion. (The number of discussion points corresponds with building quality pack discussion questions above.)

1. Announcing charter renewal dates and a special split session on information for those involved in the renewal process can help packs reregister on time.
2. Display literature that can attract and inform boys and parents about Cub Scouting. For example, the Tiger Cub and Cub Scout recruiting fliers and posters.
3. Invite a pack to share its day camp, resident camp, or other district/council event at roundtable. Pack assembled pictures and PowerPoint presentations stimulate interest and a desire to participate.
4. Demonstrations and recognition charts encourage pack leaders to plan activities that help every Cub Scout to advance. Providing the leaders with meaningful advancement ceremonies also encourages recognition.
5. Leaders are encouraged to use flag ceremonies and expressions of patriotism. Impressive ceremonies are modeled for them at roundtable.
6. Leaders can be encouraged to plan year-round safety emphasis within their pack (i.e., April-Bicycle Safety, June-Safe Swim Defense, October-Fire Safety, and January-Safe Sledding). The roundtable can make resource materials available during the months of special safety emphasis. (This could be a guest speaker.)
7. Plan to have at least one roundtable outdoors. There is usually a program theme that will lend itself to this type of activity. Encourage packs and dens to earn the National Summertime Pack Award.
8. Always present the purposes that the BSA recommends can be achieved through the activities suggested by the monthly theme (listed in *Cub Scout Program Helps*). Use a variety of methods, posters, scrolls, wall hangings. Act out and let them guess which purpose is being depicted.

Remind leaders that Cub Scouts need learning-to-care experiences that go deeper than the term "good will." Dens and packs need to plan activities that involve boys in community projects to help them learn about and improve the area in which they live.

The roundtable team sets the example for proper uniforming and can make uniform inspection materials available at the roundtable.

Make the World Friendship Fund brochure available at the roundtable. Explain what it is and demonstrate an effective way to collect for the fund or have packs share successful ideas.

9. At each roundtable, display Cub Scout literature as program tools and feature *Boys' Life*. Theme-related ideas can be pointed out.

Use the *Cub Scout Leader How-To Book* to adapt games, songs stunts, and ceremonies to the theme of the month.

Keep a stock of commonly used forms, supplies, and special literature available so leaders can get what they need at roundtable.

Provide an exchange table for scrap materials. Anyone can bring anything, in any amount, and take whatever they can use.

Exhibit Cub Scout leader training posters.

**Special Roundtables:**

Some inner-city and rural districts find it more effective to use a variation called "neighborhood

operation.” Pack leaders in a neighborhood of five to 10 packs in the same small geographical area of the district attend a neighborhood meeting. The meeting includes training, the roundtable, and unit program planning.

If any of the participants are involved in this type of roundtable, encourage them to briefly share their observations.

### **Cub Scouting for boys with disabilities:**

Some districts have special roundtables for leaders of Cub Scouts with disabilities. If any of the participants are involved in this type of roundtable, encourage them to briefly share their observations.

Emphasize that leaders of disabled Cub Scouts need special help in dealing with these special boys. Call attention to ‘Cub Scouts with Disabilities’ in chapter 17 of the *Cub Scout Leader Book*.

### **Motivating Cub Scout leaders:**

Roundtables succeed when they motivate Cub Scout leaders to do a good job. In order to reach its goal, what the roundtable has to offer must help provide a better program for the boys through the leaders who attend roundtable.

We will define motivation as “the process of arousing, maintaining, and controlling the interest of Cub Scout leaders.”

Not all leaders will need to get their motivation from the roundtable, but the roundtable must provide motivation for those leaders who need it.

Ask the participants for suggestions on how the roundtables can motivate Cub Scout leaders. List their ideas on a flip chart or chalkboard.

Be sure to bring out the following points in the discussion:

1. Roundtable reinforces the information learned at *training* courses and provides continuing training to support and motivate leaders.
2. Roundtable is an opportunity to introduce *resources* (human as well as books) and teach skills to leaders. Leaders gain confidence as they learn by doing. We stand a better chance of motivating leaders to use the program when it is presented with enthusiasm at roundtable.
3. Roundtable offers a high degree of *involvement* by leaders. This sense of belonging to a group can create loyalty and motivate a leader to do his job.
4. the most enduring *incentive* is the satisfaction of making a worthwhile contribution. Recognition is an important method of motivating leaders.
5. Leaders need *freedom* to function. The roundtable can help leaders understand that Cub Scouting is flexible with few set rules and policies. Roundtables should provide the kind of atmosphere that says we trust leaders and appreciate their creativity.
6. Positive reinforcement is important. Leaders need to know what is right about their performance. Roundtable can let leaders know we believe in them and expect them to do their best. Leaders can also be encouraged to *evaluate* themselves by using the ‘How Do I Rate as an Effective Leader’ in the appendix of the *Cub Scout Leader Book*.

Before we can motivate others successfully, we must have their confidence. The roundtable team needs to continue to grow in knowledge of the program to try to understand the Cub Scout leaders’ point of view and to be sincere in their efforts to help the leaders provide a quality program for their Cub Scouts.

One of the best ways to motivate leaders is by setting a good example of knowledge, attitude, and uniforming. Once the roundtable team has gained the confidence of others, they will be likely to follow the example.

**Evaluation:**

Evaluation is the process of measuring progress toward a goal. We take stock of what we have done to determine our future direction.

Evaluating the roundtables tells us whether or not we have met our objectives, and it helps in planning for the next roundtable. The roundtable evaluation form found in the *Cub Scout Roundtable Planning Guide* is designed to be used by the roundtable team after every roundtable, while the event is still fresh in mind.

Hand out the Roundtable Questionnaire. Several times a year the pack leaders who attend the roundtable need to be asked to evaluate how they feel about the roundtable. The purpose of the evaluation is to help the roundtable meet the needs of the leaders. This is one questionnaire, other forms and styles can be used. The roundtable team can design their own questionnaire to find out what they need to know in order to improve their roundtable.

Each of the evaluation forms serves a different purpose, but both are designed to help improve the roundtable experience.



# Closing Period

- Learning objectives:**
1. Recognize the roundtable team members who have completed the roundtable basic training.
  2. Motivate the roundtable teams with a closing challenge.

**Resources:**

Training certificate (one per participant)  
Trained leader emblem (one per participant)

**Time:** 10 minutes

**Closing remarks:** The conference leader (or faculty member assigned) should make closing remarks to inspire and challenge the participants to go back to their districts with confidence needed to do an effective job of conducting quality roundtables.

The following is an example:

“This has been a rewarding conference for the faculty. We have all learned much during this time together. You have taught us much, and it is our hope that we have reached our learning objectives in providing you with the skills and knowledge you will need to return home to your districts and conduct quality roundtables for your Cub Scout leaders.”

“What you have learned during this conference you will be able to add to the vast amount of knowledge and skills you had when you came. When we are providing a monthly training experience, such as a roundtable, it sometimes seems as if we can never get enough ideas and information to pass along to the leaders with whom we are working. We hope, however, that they will be able to provide a better Scouting experience for the boys and their families. You have given your time this weekend to improve your skills. No one can give you all the knowledge you need at one training experience. We hope that you will continue to seek out opportunities to do your best.”

“At best, we have planted a few seeds for you at this conference. Now it will be up to you to take those seeds home, plant them in your district, nurture them, and watch them grow.”

“Without many hours of work and care no garden can grow, not even our Cub Scout garden. Don't wait to be asked—volunteer! Don't say, 'I can't'— do it! Don't wait for someone else—be first!

“Without your help, the garden will turn to weeds. You can help plant the seeds of Cub Scouting, work the soil, pull the weeds, and spread sunshine. In the garden of your district roundtable, you will be able to say, 'We have done our best.'

“You are to be congratulated for completing your basic training.”

Call forward all participants to receive their recognition and personal congratulations from the faculty.

Present training certificates and trained leader emblems.

Thank everyone for coming.

Dismiss on time.

# **Cub Scout Roundtable Commissioner and Staff Basic Training Appendix**

## **Handouts**

# Conference Learning Objectives

As a result of this training experience, each participant should be able to:

1. Explain the purpose of the Cub Scout leader roundtable and its importance in support of pack leadership.
2. Describe the functions of the roundtable in providing service and supplemental training to Cub Scout leaders in order to help them succeed.
3. Carry out the procedures for selecting, recruiting, and training, supporting, and evaluating the roundtable team.
4. Identify the key elements of a quality roundtable.
5. List and implement the steps in planning a quality roundtable.
6. Determine roundtable attendance goals and identify publicity and promotional methods to increase attendance.
7. Know and use available resources to assist in planning exciting roundtables with variety.
8. Demonstrate the importance of including key program elements in roundtables, including themed activities, ceremonies, crafts, games, songs, stunts, etc.
9. Use teaching aids such as displays and exhibits to enhance your presentations.
10. Explain how quality pack programs are supported by quality roundtables.
11. Evaluate roundtables and know how to use evaluations to identify and strengthen weak areas.

# A Guide to Selection

Selecting volunteers is a very personal task. There are certain principles to follow, but maintain your own style or personality during the process. This guide has been prepared to give you successful methods to research, select, and approach your potential volunteers.

## Selection steps

1. Define the responsibilities of the person.
2. Prepare written position descriptions.
3. Prior to the first contact, know the individual's interests, abilities, and what motivates him/her.
4. Match the individual's interests and abilities with specific positions.
5. Make an appointment and select an appropriate setting for the interview.
6. With another volunteer, conduct a personal interview.
7. Secure an on-the-spot commitment if possible. Otherwise, keep the door open for a later decision.
8. If unable to secure a commitment, arrange another visit within three days.
9. After acceptance, formally acknowledge the commitment with a letter and introductions at meetings and with appropriate news releases.
10. Invite the candidate to the next meeting.
11. Follow up within a week or two with specific assignment and orientation.

## Motivation

Why do people volunteer? What human chemistry is necessary to select and motivate volunteers? If Scouting is to grow and prosper, we must utilize those human relations techniques known to motivate people to volunteer. What are these motives? They are a mixture of altruism and self interest.

The altruistic feelings include:

- Helping youth grow into useful citizens.
- Guiding the spiritual growth of youth.
- Trying to improve society.
- Doing something for a cause.
- Furthering the objectives of one's business or organization.

A volunteer's motives of self interest include:

- Belonging to a group.
- Social acceptance for supporting youth work.

- Developing and improving personal skills.
- Making new friends. Associating with the kinds of people not normally found in one's career or community life.
- Fun and fellowship.
- Recognition. People are not satisfied with their career and seek fulfillment with youth work.
- Supporting one's child in youth groups.

Identification with young adults.

Understanding why young people volunteer to give their time, interest, and resources is essential to an intelligent approach to building and leading a volunteer team. Scouting has a long history of selecting volunteers. It also has suffered the loss of some competent volunteers after a short association with the Boy Scouts of America. Why? The following information is offered:

### Why people volunteer

- They have or have had children in Scouting.
- Their parents were active in Scouting.
- They were Scouts as youths and attained higher ranks.
- They attended Scout camp as youths.
- They hold volunteer positions in other organizations.
- They are interested in social and business contacts.
- They yield to peer pressure or job pressure.
- They receive personal recognition.

### Why they stay

- They appreciate Scouting's role in their children's education.
- They were given proper orientation.
- They had adequate training.
- They enjoy the opportunity for community service.
- They enjoy the social contacts that Scouting offers.
- They enjoy fellowship with other Scouters.
- They received recognition for their service.

### Why they leave

- They were not given specific assignments.
- They had no orientation.
- They were not given sufficient responsibility.
- Because of job relocation.
- There were family pressures.
- There was a lack of training.
- Their child left the program.
- Poor communication with the volunteer chairman.
- There was a lack of recognition.
- There was a lack of personal satisfaction.

# Self-Evaluation for the Roundtable Team Member

Taking this self-evaluation will help you to determine your effectiveness as a member of the roundtable team. As a result of considering each yes/no response you will be able to target your own needs for improvement. No one else should be allowed to know the results of your self-evaluation. It is for your use only.

1. Do you prepare a written agenda at your monthly planning meeting for the next month's roundtable that includes a time schedule, staff assignments, and backup personnel?
2. Do you arrive at least 30 minutes before the roundtable?
3. Do you use a variety of presentation methods to carry out your assignments?
4. Do you make yourself available to unit leaders before and after the roundtable?
5. Do you wear the proper uniform at all roundtables?
6. Do you use materials and equipment at the roundtable that are readily available to unit leaders?
7. When you arrive at the roundtable are you fully prepared for your presentation with all of your equipment and materials?
8. Do you maintain a positive attitude while at the roundtable?
9. Do you regularly attend the monthly planning meetings?
10. Do you contribute suggestions and ideas during the roundtable planning meeting?
11. Do you share your resources with other members of the roundtable team?
12. Do you continue to show creativity in your ideas for the roundtable?
13. Do you use ideas other than those found in the *Roundtable Planning Guide* or *Cub Scout Program Helps*?
14. Are your assignments completed on time?
15. Do you contact pack leaders and promote roundtable attendance?
16. Do you help assure that there are meaningful and effective roundtable planning meetings?
17. Have you received roundtable basic training for your position?
18. Are you able to handle unexpected and unplanned situations that arise at roundtable?
19. Do you respect the opinions and ideas of other roundtable team members?
20. Do you feel you are an important member of the roundtable team?
21. Do you help set annual roundtable goals?
22. Do you feel that your abilities and qualifications match the job you are currently doing at the roundtable?
23. Do you have fun at the roundtable?

Count the number of "yes" responses and check it against the effectiveness scale below.

23	Very effective team member
18-22	Effective team member
14-17	Somewhat effective team member
Below 13	Improvement needed

Look at your "no" responses to assess what you need to work on for your own development as a more effective roundtable team member.

# Cub Scout Roundtable Planning Sheet

Roundtable is a form of supplemental training for volunteers at the pack level intended to give them an example for pack meetings; information on policy, events, and training opportunities; ideas on program, such as crafts, games, and ceremonies; and an opportunity to share experiences and enjoy fun and fellowship so they will be able to provide a stronger program for Cub Scouts.

Roundtable Date \_\_\_\_\_ Webelos Activity Badges \_\_\_\_\_

Theme of the Month \_\_\_\_\_

Book of the Month \_\_\_\_\_

## Preopening

Starting Time	Activity	Assignment
	Display: CS Literature and books	
	Facilities:	
	Registration:	
	Gathering Activity:	

## Meeting

Starting Time	Activity	Assignment
	Opening Ceremony / Prayer:	
	Welcome and Introductions:	
	Icebreaker:	
	Song:	
	Game or Stunt:	
	Theme-Related Activity:	
	Sample Ceremony:	
	Training Highlight:	

## Separate meetings

Starting Time	Activity	Assignment
	Tiger Cub and Cub Scout	
	Den Leaders	
	Webelos Den Leaders	
	Cubmasters/Assistant Cubmasters	
	Pack Leaders Committee	

## Meeting (continued)

Starting Time	Activity	Assignment
	Announcements:	
	Next Month's Roundtable: Other announcements and thanks to staff	
	Training Opportunity:	
	Closing Ceremony:	

Finish on Time

## After the meeting

Responsibility	Assignment
Refreshments	
Evaluation and Assignment Meeting	Roundtable Staff

### Checklist—display materials

- This month's *Boy's Life*
- Den doodles
- Insignia and uniform display
- Crafts for display
- Book of the month
- Cub Scout Program Helps*
- Group Meeting Sparklers*
- Cub Scout Ceremonies for Dens and Packs*
- Cub Scout Leader How-to Book*
- Insignia Guide*
- Cub Scout Songbook*
- Cub Scout Leader Book*
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Scrap materials to give away:

- \_\_\_\_\_

### Checklist—facilities

- US Flag
- Name tags
- Registration sheet
- Scouter pins
- Ceremonial equipment:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Audiovisual equipment:
- \_\_\_\_\_
- \_\_\_\_\_
- Extension cord
- Craft tools:
- \_\_\_\_\_
- \_\_\_\_\_
- Game materials:
- \_\_\_\_\_
- \_\_\_\_\_

# Roundtable Attendance Record

List unit number and record monthly attendance from each pack.  
Update monthly and share this report with the district commissioner.

Pack No.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	Apr.	May	June	July	Aug.



# Roundtable Attendance Goals Worksheet

1. What potential do you have in your district?  
Total packs \_\_\_\_\_  
Total leaders \_\_\_\_\_
2. What is your present roundtable attendance?  
Number of packs represented? \_\_\_\_\_  
Number of leaders represented? \_\_\_\_\_
3. What percentage of attendance do you get from your district?  
Percentage of packs \_\_\_\_\_  
Percentage of leaders \_\_\_\_\_

## Goal setting

4. What attendance goals do you wish to set for the next:

<b>Leaders</b>	<b>Packs</b>
3 months _____	3 months _____
6 months _____	6 months _____
12 months _____	12 months _____
5. What packs (by unit number) do you want to begin attending roundtable:  
Within one month \_\_\_\_\_  
Within two months \_\_\_\_\_  
Within three months \_\_\_\_\_

# Tips for Displays and Exhibits

Use displays and exhibits to introduce a theme or subject and to give ideas or information. An exhibit is a good way to introduce a talk, discussion, or demonstration. It provides an interesting and informative gathering time activity. Consider these things:

1. Put the exhibit where people will pass by it to get to where they are going, not in an out-of-the-way place.
2. If possible, use the background such as walls, ceiling, etc. as well as the table surface.
3. Make it stimulating and colorful. Create an atmosphere with signs, streamers, and color. Use attention-getting devices such as pulling a string, a flashing light, peepholes, etc. to get people involved.
4. Make the exhibit self-explanatory by labeling parts with cards containing clear, simple directions or descriptions.
5. Use space wisely. Remove everything that may clutter or crowd the exhibit. Keep it simple and attractive.
6. The exhibit should tell a story. Since it can't talk, you supply the voice by the way you arrange and describe it.
7. Arrange literature exhibits in a logical order, using pegboards, book holders, or easels. Encourage people to look through the literature.

## Using Visual Aids

Visual aids include various types of charts, posters, flipcharts, flannel boards and Velcro boards. Visual aids illustrate and reinforce ideas, facts, and principles. They can show a step-by-step procedure and visualize the flow of your presentation.

Use visual aids to:

- Attract attention.
- Arouse interest.
- Aid in learning and retention.
- Clarify spoken explanations.
- Develop an idea.
- Highlight key points.
- Record ideas.
- Involve more of the senses.

Remember these points about visual aids:

1. The visual aid should be needed. It should be helpful, not distracting. It should be informative, not merely decorative. Remember that it is an aid only and does not take the place of the trainer's presentation.
2. Keep it simple. A flip chart or poster crammed with too many points is confusing. Stick to one idea at a time.
3. Use all kinds of pictures. Avoid loading a chart with lettering. A handout with detailed information is better if it is needed. Keep pictures simple and large enough so that they can be seen from a distance.
4. Keep illustrations simple. Fancy doodads, details, curlicues, and too much cleverness defeat the main idea and make them hard to see.
5. Make them readable. Visual aids should be easily seen and read by the person farthest away. Test flip charts by viewing them from every corner of the room. Review visual aids for spelling errors, which will reduce their effectiveness.

# Applause Stunts

Applause stunts are a great way to recognize a person or a den for some accomplishment. They enliven any meeting, including your roundtable. They give the group a chance to move and blow off steam. When used appropriately and enthusiastically, an example is set for Cub Scout leaders to follow.

**Popcorn**—Close one hand; cover it with the other hand. Let the closed hand ‘grow’ from under the other hand. Then spring the fingers open saying “Pop! Pop! Pop!”

**Spider Cheer**—Walk all four fingers of one hand up the other arm and then scream, “Eeekkk!”

**Balloon**—Put hands to mouth and blow. As you blow, expand hands and fling them out with a big “Bang!”

**Thunderstorm**—lightly rub hands together, then snap fingers, then slap thighs, then stomp feet, then loudly clap hands above head while yelling, “Boom!”

**Earthquake**—“Shake a little here, shake a little there, shake a little, shake a little, shake a little everywhere.” Done with appropriate shaking.

**Wolf**—Give a wolf howl four times, each time you howl, make a quarter turn so that by the end you have made a complete circle. “They need to hear us in the north”, turn and howl, etc. doing all four directions.

**Tony the Tiger**—“That was great!”

**Motorboat**—Move hand out from you in a swishing manner while fluttering your tongue on the roof of your mouth.

**Traveler**—“Is everyone ready? Let’s go!”

**Indianapolis 500**—“Gentlemen, start your engines! VROOM!!!”

**Flea Flicker**—Click fingernails.

**Mosquito**—With hand, lightly slap yourself on neck, arms, legs, while saying, “Oooh, aaahh, aaahh!”

**Roadrunner**—“Beep, beep, zoom!”

**Motorcycle Cheer**—Mount bike, hold handlebars and say “Vroom! Vroom! Vroom!”

**Ice Cube**—“Cool”

**Pow Wow Cheer**—Divide group in half. Half say ‘pow’, other half says ‘wow’.

**Good Turn**—Stand up and turn around.

**Stamp of Approval**—Stomp feet on ground.

# Leading a Song

Tips on leading a song at roundtable meetings:

1. Select songs to fit the occasion—exciting songs, quiet songs, patriotic sounds.
2. Always start with a well-known song that everyone can sing out confidently.  
Distribute song sheets so that everyone knows the words.
3. Smile at the group and relax. Show enthusiasm and confidence, whether you actually feel that way or not!
4. Give the pitch by humming or singing a few bars.
5. Use simple hand motions to start the group singing.  
Continue singing whether everyone starts on the first note or not. They will soon join in.
6. Keep time with simple up-and-down or back-and-forth hand motions. This will keep the group together.
7. Don't stand in one spot. Move around a little to inject some enthusiasm. Look people in the eye!
8. Then try teaching the group a new song!

# Staging Ceremonies at Roundtable

Ceremonies are an important part of every den and pack meeting and, therefore, an important part of the roundtable. Many occasions in the den and pack call for ceremonies—inductions, advancement, birthdays, thank yous, etc. Almost every type of ceremony can be found in *Cub Scout Ceremonies for Dens and Packs*. But leaders should feel free to improvise and develop their own ceremonies as well. A change of words or phrase can not only be fun, but more suitable for a particular occasion.

Here is a brief list of things to remember when developing ceremonies for roundtable:

**Planning**—An otherwise excellent ceremony can lose its entire meaning if you must fumble through it or attempt to read every word in a darkened room. Practice in advance. Make sure everyone knows their part. Have the needed equipment on hand.

**Monthly Theme**—Theme-related ceremonies help the continuity of pack meetings and ensure variety each month. For this reason, theme-related ceremonies are important at the roundtable. Ceremonies repeated over and over can become dull, no matter how impressive they were the first time.

**Props**—The effective use of simple props can enhance any ceremony and make it more meaningful. Make sure the materials used are inexpensive and readily available to leaders.

**Atmosphere**—Set the appropriate mood. Candlelight, campfires, emblems, costumes, and/or recordings can all make a simple ceremony more meaningful. A little showmanship can make the difference between a lively and colorful ceremony and a dull one.

**Cub Scout Ideals**—Ceremonies should be dignified; however, some themes lend themselves to outright fun. In all cases, the ceremony should directly or symbolically reflect the ideals of Cub Scouting.

**KISMIF**—Keep it simple, make it fun. Simple but not too simple. A handshake and congratulations means a lot to an adult but is not long remembered by a boy.

**Setting the Example**—Ceremonies conducted at the roundtable should set a good example of the type that can be used at den and pack meetings.

**United States Flag**—The U.S. flag should be a part of every roundtable's equipment. Have the flag on display at all meetings, even if the ceremonies for the month are not centered around it.

**Resources**—*Cub Scout Ceremonies for Dens and Packs*, *Cub Scout Program Helps*, *Cub Scout Leader How-To Book*, and *Cub Scout Leader Book* for information and ideas on ceremonies.

# Ceremonial Props at Roundtable

A few attractive props can help set the scene for an impressive roundtable. A little showmanship along this line shows the leaders that you really care that they came to the meeting and that you are prepared for it.

Many props can be made from scrap material. They need not be expensive to be impressive. The following are some basic pieces of equipment that you may wish to acquire.

**A blue and gold tablecloth**—Add color to display tables that hold awards or other ceremonial equipment. Make sure the tablecloth is the right size. Use yellow or gold fabric and trim with blue binding. Also, use washable fabric so that it will be easy to clean.

**Candles**—Candle ceremonies are impressive. The colors of the candles can have special significance. Logs, log slices, or pieces can be used as candle holders, as well as holders made from wood, plaster, metal, etc

**Electric candles**—Store-bought, battery-operated candles are inexpensive and safe.

**Indian Headdress**—Making headdresses is difficult and time-consuming, but you will think it worth the effort. With careful storage, a headdress will last for years.

**Campfire**—Firewood in the shape of a log cabin or teepee can be nailed to a plywood base, and lined with yellow, orange, and red cellophane. Add flashlights to the cellophane and watch your fire glow.

**Bridge to Scouting**—A bridge built from logs or scrap lumber with doweling for poles and rope to string along the top is a massive undertaking. Displayed at the roundtable several times a year, it can encourage leaders to think about advancement. Ceremonial props can be made available to packs through the roundtable. A system of scheduling, checking out, passing on, and checking in can be worked out.

**Costumes**—It is effective for the roundtable commissioner and staff to wear a costume fitting the monthly theme on special occasions (not every roundtable) such as knight or circus themes.

**Ideas to Try**—Inexpensive ceremonial props can be made for use at the roundtable and then used as door prizes. Who wouldn't want to take home a new "ceremony in a box"!

# Tips on Cub Scout Crafts at Roundtable

## Teaching a skill

There are five basic steps in teaching a skill:

1. Preparation
  - Collect enough equipment and materials so the leaders can practice the skill. Simulated or makeshift equipment is not suitable.
  - Practice until you are able to perform the skill well yourself.
  - Work out a series of steps for teaching it.
  - Practice until you can do it smoothly.
2. Explanation
  - Explain the skill to the leaders.
  - The explanation should tell its usefulness and application, and describe it in detail.
3. Demonstration
  - Show how to do the skill. Identify the steps as you show them.
  - Do it simply and slowly so leaders will gain confidence in their ability to achieve success.
  - If necessary, repeat difficult or important steps.
  - Review the steps in order.
4. Practice
  - Leaders practice the skill under the guidance of the trainer. Nothing is better than the learning-by-doing method.
  - Let the leaders do the skill on their own. Don't interfere unless they need help.
  - Encourage the leaders by pointing out the completion of each step done well.
5. Teaching
  - We often learn best what we teach others.
  - Whenever possible, leaders should have a chance to practice teaching the skill to others.

## Teaching crafts

The *Cub Scout Leader Book*, all the Cub Scout rank handbooks, *Cub Scout Leader How-To Book*, *Cub Scout Program Helps*, *Boys' Life* magazine, craft books, children's magazines, and online sources will provide excellent tips for leaders working with boys on craft projects. The following steps will help:

1. Be sure the project has a purpose and it is something that boys will enjoy making.
2. Make a pattern, if needed. Make sure there are enough copies so that people do not have to wait to trace them.
3. Make a sample to show. Make step-by-step samples if the project is more complicated.
4. Gather materials and tools.
5. Teach the craft step by step.

Materials for crafts should be simple and inexpensive. Set the example so that leaders will use their resources wisely when planning crafts for boys.

# Roundtable Questionnaire

Dear Scouter,

Please help us to keep Scouting growing in our area. We need your constructive criticism. Kindly complete and return the questionnaire below. Your response will help plan future roundtables.

Thank you!

1. Have you attended more than one roundtable this past year? Yes \_\_\_\_\_ No \_\_\_\_\_

2. In your opinion, what should be the purpose of a roundtable?

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3. Do you think this roundtable served a purpose? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Explain: \_\_\_\_\_

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5. What did you think was the most helpful? \_\_\_\_\_

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6. What did you think was the least helpful? \_\_\_\_\_

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7. What do you learn at roundtable that you plan to use with your Cub Scouts? \_\_\_\_\_

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8. Would you attend another roundtable? Yes \_\_\_\_\_ No \_\_\_\_\_

Why or why not? \_\_\_\_\_

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9. Would you recommend the roundtable to other Cub Scout leaders? Yes \_\_\_\_\_ No \_\_\_\_\_

Why or why not? \_\_\_\_\_

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10. Was your answer to question No. 8 influenced by the distance you have to travel? Yes \_\_\_\_\_ No \_\_\_\_\_

11. How would you improve these roundtables? \_\_\_\_\_

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12. Comments are always appreciated: \_\_\_\_\_

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