

For use at _____ Roundtable
DATE

Boy Scout Roundtable Planning Work Sheet

Program Theme _____ Month _____

Activity	Description
Preopening—30 min. <i>Led by:</i> _____ <i>Start time:</i> _____ Exhibits Hands-on demonstrations Trading post Registration	
Opening—7 min. <i>Led by:</i> _____ <i>Start time:</i> _____ Welcome—1 min. Flag ceremony—2 min. Introductions—2 min. Recognitions—2 min.	
Program Features—44 min. <i>Led by:</i> _____ <i>Start time:</i> _____ Introduction—1 min. Resources—3 min. Program features—40 min. Note: These resource features are divided into three levels based on the experience level of the Scout in the troop. <ul style="list-style-type: none">• New-Scout Patrol• Regular Scout Patrol• Venture Patrol Participants choose which level to attend. It works best if a troop has a representative attend each of the program levels. Run all levels simultaneously and have four program resource items (10 minutes each) for each level.	

Activity	Description
Games—5 min. <i>Led by:</i> _____ <i>Start time:</i> _____	
Special Feature—15 min. <i>Led by:</i> _____ <i>Start time:</i> _____ Training presentation or theme highlight	
Song/Skit/Run-On—2 min. <i>Led by:</i> _____ <i>Start time:</i> _____	
Special Information—10 min. <i>Led by:</i> _____ <i>Start time:</i> _____ Details (or highlights) for district, council, or national event(s) or program(s)	
Closing—7 min. <i>Led by:</i> _____ <i>Start time:</i> _____ Next meeting: (Date _____) Announcements—3 min. District executive's comments—2 min. Scoutmaster's Minute—1 min. Retire flag(s)—1 min.	
After the Meeting <i>Led by:</i> _____ <i>Start time:</i> _____ Cracker barrel Roundtable staff meeting Follow-up items	

For use at _____ Roundtable
DATE

Boy Scout Roundtable Planning Work Sheet

Program Theme _____ Month _____

Activity	Description
Preopening—30 min. <i>Led by:</i> _____ <i>Start time:</i> _____ Exhibits Hands-on demonstrations Trading post Registration	Material for exhibits can be borrowed from the local council service center. Each program division has a display.
Opening—7 min. <i>Led by:</i> _____ <i>Start time:</i> _____ Welcome—1 min. Flag ceremony—2 min. Introductions—2 min. Recognitions—2 min.	Open with a simple, quick ceremony suitable for a troop meeting. Recognize first-time attendees. Present training awards, Quality Unit Awards, Scoutmaster Award of Merit, etc.
Program Features—44 min. <i>Led by:</i> _____ <i>Start time:</i> _____ Introduction—1 min. Resources—3 min. Program features—40 min. Note: These resource features are divided into three levels based on the experience level of the Scout in the troop. <ul style="list-style-type: none">• New-Scout Patrol• Regular Scout Patrol• Venture Patrol	Provide a handout with the four items to be covered for each of the three Scout experience levels so participants can identify which level to attend. Show or list various resources that support the program features and identify the Scouting and community resources available. Show how the program features can be developed with several different program ideas that are subtopics of the main feature. These activities should permit a Scoutmaster to choose resource ideas for four troop meetings (an outdoor activity, hike, etc.) for a new Scout, regular Scout, and Venturer. <ol style="list-style-type: none">a. Demonstrate one or more of these program feature ideas, giving participants hands-on opportunities.b. Ask for additional program ideas.c. Use handouts so units can take back resource information.

Activity	Description
<p>Participants choose which level to attend. It works best if a troop has a representative attend each of the program levels. Run all levels simultaneously and have four program resource items (10 minutes each) for each level.</p>	
<p>Games—5 min.</p> <p><i>Led by:</i> _____</p> <p><i>Start time:</i> _____</p>	<p>Identify several games that enhance or use the program feature and identify where they can be found. These can be active/inactive, initiative, or indoor/outdoor games. Explain briefly or play one game. Include handouts with game rules or references.</p>
<p>Special Feature—15 min.</p> <p><i>Led by:</i> _____</p> <p><i>Start time:</i> _____</p> <p>Training presentation or theme highlight</p>	<p>Highlight a program feature item. Use resources in your district to staff this presentation.</p>
<p>Song/Skit/Run-On—2 min.</p> <p><i>Led by:</i> _____</p> <p><i>Start time:</i> _____</p>	<p>Provide material appropriate for troop use.</p>
<p>Special Information—10 min.</p> <p><i>Led by:</i> _____</p> <p><i>Start time:</i> _____</p> <p>Details (or highlights) for district, council, or national event(s) or program(s)</p>	<p>This can be information on jamborees, training opportunities, dinner/recognition events, or expansion on this month's program feature such as additional information or resources not included in other parts of the roundtable.</p>
<p>Closing—7 min.</p> <p><i>Led by:</i> _____</p> <p><i>Start time:</i> _____</p> <p>Next meeting: (Date _____)</p> <p>Announcements—3 min.</p> <p>District executive's comments—2 min.</p> <p>Scoutmaster's Minute—1 min.</p> <p>Retire flag(s)—1 min.</p>	<p>Limit announcements to no more than three minutes and have handouts of any items that take a long time to explain.</p> <p>Include sample comments and a suggested Scoutmaster's Minute in the handouts. Use examples appropriate for troop meetings.</p>

Activity	Description
<p>After the Meeting</p> <p><i>Led by:</i> _____</p> <p><i>Start time:</i> _____</p> <p>Cracker barrel Roundtable staff meeting Follow-up items</p>	<ul style="list-style-type: none"> • Assignments for next month • Meeting evaluation • Special guest for next month