

For use at \_\_\_\_\_ Roundtable  
DATE

# Boy Scout Roundtable Planning Work Sheet

Program Theme \_\_\_\_\_ Month \_\_\_\_\_

Activity	Description
<p><b>Preopening—30 min.</b></p> <p><i>Led by:</i> _____</p> <p><i>Start time:</i> _____</p> <p>Exhibits</p> <p>Hands-on demonstrations</p> <p>Trading post</p> <p>Registration</p>	
<p><b>Opening—7 min.</b></p> <p><i>Led by:</i> _____</p> <p><i>Start time:</i> _____</p> <p>Welcome—1 min.</p> <p>Flag ceremony—2 min.</p> <p>Introductions—2 min.</p> <p>Recognitions—2 min.</p>	
<p><b>Program Features—44 min.</b></p> <p><i>Led by:</i> _____</p> <p><i>Start time:</i> _____</p> <p>Introduction—1 min.</p> <p>Resources—3 min.</p> <p>Program features—40 min.</p> <p>Note: These resource features are divided into three levels based on the experience level of the Scout in the troop.</p> <ul style="list-style-type: none"><li>• New-Scout Patrol</li><li>• Regular Scout Patrol</li><li>• Venture Patrol</li></ul> <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>	

Activity	Description
<p><b>Games—5 min.</b></p> <p><i>Led by:</i> _____</p> <p><i>Start time:</i> _____</p>	
<p><b>Special Feature—15 min.</b></p> <p><i>Led by:</i> _____</p> <p><i>Start time:</i> _____</p> <p>Training presentation or theme highlight</p>	
<p><b>Song/Skit/Run-On—2 min.</b></p> <p><i>Led by:</i> _____</p> <p><i>Start time:</i> _____</p>	
<p><b>Special Information—10 min.</b></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><b>Closing—7 min.</b></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><b>After the Meeting</b></p> <p><i>Led by:</i> _____</p> <p><i>Start time:</i> _____</p> <p>Cracker barrel Roundtable staff meeting Follow-up items</p>	

# Boy Scout Roundtable Planning Work Sheet

Program Theme \_\_\_\_\_ Month \_\_\_\_\_

Activity	Description
<p><b>Preopening—30 min.</b></p> <p><i>Led by:</i> _____</p> <p><i>Start time:</i> _____</p> <p>Exhibits Hands-on demonstrations Trading post Registration</p>	<p>Material for exhibits can be borrowed from the local council service center. Each program division has a display.</p>
<p><b>Opening—7 min.</b></p> <p><i>Led by:</i> _____</p> <p><i>Start time:</i> _____</p> <p>Welcome—1 min. Flag ceremony—2 min. Introductions—2 min. Recognitions—2 min.</p>	<p>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.</p>
<p><b>Program Features—44 min.</b></p> <p><i>Led by:</i> _____</p> <p><i>Start time:</i> _____</p> <p>Introduction—1 min.</p> <p>Resources—3 min.</p> <p>Program features—40 min.</p> <p>Note: These resource features are divided into three levels based on the experience level of the Scout in the troop.</p> <ul style="list-style-type: none"> <li>• New-Scout Patrol</li> <li>• Regular Scout Patrol</li> <li>• Venture Patrol</li> </ul>	<p>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.</p> <p>Show or list various resources that support the program features and identify the Scouting and community resources available.</p> <p>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.</p> <ol style="list-style-type: none"> <li>a. Demonstrate one or more of these program feature ideas, giving participants hands-on opportunities.</li> <li>b. Ask for additional program ideas.</li> <li>c. Use handouts so units can take back resource information.</li> </ol>

<b>Activity</b>	<b>Description</b>
<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><b>Games—5 min.</b>  <i>Led by:</i> _____  <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><b>Special Feature—15 min.</b>  <i>Led by:</i> _____  <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><b>Song/Skit/Run-On—2 min.</b>  <i>Led by:</i> _____  <i>Start time:</i> _____</p>	<p>Provide material appropriate for troop use.</p>
<p><b>Special Information—10 min.</b>  <i>Led by:</i> _____  <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><b>Closing—7 min.</b>  <i>Led by:</i> _____  <i>Start time:</i> _____</p> <p>Next meeting:  (Date _____)</p> <p>Announcements—3 min.  District executive's comments—2 min.  Scoutmaster's Minute—1 min.  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>

<b>Activity</b>	<b>Description</b>
<p><b>After the Meeting</b></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"><li>• Assignments for next month</li><li>• Meeting evaluation</li><li>• Special guest for next month</li></ul>