

For use at _____ Roundtable
DATE

Boy Scout Roundtable Planning Work Sheet

Program Theme _____ Month _____

Activity	Description
<p>Preopening—30 min.</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>Opening—7 min.</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>Program Features—44 min.</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">• New-Scout Patrol• Regular Scout Patrol• Venture Patrol <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>Games—5 min.</p> <p><i>Led by:</i> _____</p> <p><i>Start time:</i> _____</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>Song/Skit/Run-On—2 min.</p> <p><i>Led by:</i> _____</p> <p><i>Start time:</i> _____</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>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>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>	

Boy Scout Roundtable Planning Work Sheet

Program Theme _____ Month _____

Activity	Description
<p>Preopening—30 min.</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>Material for exhibits can be borrowed from the local council service center. Each program division has a display.</p>
<p>Opening—7 min.</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>Open with a simple, quick ceremony suitable for a troop meeting.</p> <p>Recognize first-time attendees.</p> <p>Present training awards, Quality Unit Awards, Scoutmaster Award of Merit, etc.</p>
<p>Program Features—44 min.</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"> • New-Scout Patrol • Regular Scout Patrol • Venture Patrol 	<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"> 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. <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>Special Feature—15 min. <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>Song/Skit/Run-On—2 min. <i>Led by:</i> _____ <i>Start time:</i> _____</p>	<p>Provide material appropriate for troop use.</p>
<p>Special Information—10 min. <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>Closing—7 min. <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>

Activity	Description
<p data-bbox="149 231 422 273">After the Meeting</p> <p data-bbox="149 283 535 325"><i>Led by:</i> _____</p> <p data-bbox="149 336 535 378"><i>Start time:</i> _____</p> <p data-bbox="162 388 487 483">Cracker barrel Roundtable staff meeting Follow-up items</p>	<ul data-bbox="649 409 1055 514" style="list-style-type: none">• Assignments for next month• Meeting evaluation• Special guest for next month