

# OPTIONAL ROUNDTABLE INFORMATION FOR TRADITIONAL ROUNDTABLES

## Roundtable Overview

The 2018–2019 Roundtable Planning Guide is designed to help you plan a successful roundtable program for your district. In this guide you will find:

- Program outlines that include the key elements for presentation of the Venturing roundtable with recommended times for each activity to help you maintain a reliable schedule.
- Big Rock topic plans that can be used flexibly to meet the needs of the combined district roundtable group.
- Tips for crews that provide ideas to keep meetings effective and active.
- Venturing interest topic plans that can be used flexibly to meet the needs of Venturing leaders.
- Year-round and monthly roundtable planning calendars.
- Program breakout information.

Venturing is a year-round program. This means that crews can meet and conduct activities all year, so roundtable may need to operate year-round as well. Of course, that is up to the council and districts to decide as part of the yearly planning process.

Some of the resources listed above may not have plans for all 12 months, and local councils and districts may have their own unique topics at certain times of the year.

Councils and districts are encouraged to use the provided templates to create topics that meet any needs they identify. Topics from previous years are archived on the [Roundtable Support](#) page of the Commissioner website. Crews are free to plan and execute a diverse and widely varying program based on the unique abilities and interests of the crew members. For this reason, flexibility has been built into the Roundtable Planning Guide.

## ROUNDTABLE LEADERSHIP

Coordination of all roundtables held in the council is under the jurisdiction of the assistant council commissioner for roundtable. This person reports to the council commissioner and conducts an annual council-wide roundtable planning meeting followed by a midyear review. This process brings a level of standardization to district roundtable in terms of content by promoting the use of national roundtable guides and other resources while allowing local flexibility for the districts. In some larger councils, there may be multiple assistant council commissioners for roundtable depending on the local needs.

The district roundtables fall under the guidance of the assistant district commissioner for roundtable. This individual oversees the district roundtables in all program areas, reports to the district commissioner, and works with the district structure. He or she should also work in cooperation with the assistant council commissioner for roundtable to see that annual planning and midyear review programs are well-attended by the district's program-specific unit roundtable commissioners. In addition, the assistant district commissioner should make sure the national roundtable guide materials are used so that the units will be getting proper program materials.

Roundtable programs are then implemented by the roundtable commissioners for Cub Scouts, Boy Scouts, and Venturing. These individuals are responsible for coordinating and conducting the various parts of the roundtable meetings. They make their contributions with guidance and help from the assistant council and district commissioners.

Assistant roundtable commissioners conduct tasks directly for the program-specific roundtable commissioners, assisting in the development and delivery of the monthly meeting agendas and program items. As part of the roundtable team, assistant roundtable commissioners fully participate in the training and award structure for commissioners. Each roundtable commissioner may have as many assistants as needed.

For example, Cub Scout roundtables may need several assistants for their program breakouts while Venturing roundtables may not need as many.

The positions of assistant council commissioner for roundtable and assistant district commissioner for roundtable have specific [Role Descriptions](#).

Assistant district commissioners for roundtable and/or roundtable program commissioners should be in attendance at all district commissioner meetings to report on roundtable attendance and program highlights for the next month. This gives unit commissioners important information for their units.

## **TRAINING AND RECOGNITION FOR THE ROUNDTABLE TEAM**

Roundtable commissioners and assistants should all be trained so they will be fully qualified to present material and teach skills at roundtables in an interesting way.

Training opportunities include:

- Roundtable commissioner and assistant roundtable commissioner basic training
- Council commissioner colleges, conferences, and workshops
- Council trainer development conferences
- The Fundamentals of Training
- The Trainer's Edge
- Wood Badge courses
- Philmont training conferences
- Other local and special-topic training as available

All roundtable commissioners are eligible to strive for commissioner service awards including:

- The [Arrowhead Honor Award](#)
- [Commissioner Key](#)
- [Doctorate of Commissioner Science Award](#)
- [Distinguished Commissioner Service Award](#) (this is now a nominative award)

Earning these awards should be encouraged, and those who have fulfilled the requirements should be publicly recognized for their service and dedication to Scouting.

## **THE VENTURING ROUNDTABLE COMMISSIONER**

Roundtable commissioners should be knowledgeable Scouters who are able to pull together many different resources to create a high-quality learning and fellowship program. They need not be experts on all topics. Instead, they are willing to find interesting presenters who can add variety and excitement to roundtables for which the commissioner is not the best presenter.

Roundtable commissioners and assistants participate in the process of developing an annual plan for roundtable delivery in order to allocate resources, secure presenters, and ensure each meeting offers a high-quality experience to the attendees. These may include local resources such as museums, outdoor associations, education centers, and many other community or special interest groups. The suggested program information in this guide offers both a good starting point and an entire annual roundtable plan. In the Roundtable Commissioner Notebook section of this guide, there is a calendar for mapping a yearly roundtable plan and a worksheet for formalizing each month's detailed plan.

Once an annual plan is adopted, it should be shared with the units. Sharing the plan in advance helps the units ensure the most appropriate attendees are at each round-table based on the topic to be presented. For example, a roundtable featuring recognition

would be very helpful to a unit recognition chair and new unit leaders who want to learn how the recognition program is administered.

Likewise, a program on backpacking would be very relevant to Advisors and associate Advisors who may have a direct role in coaching the Venturing Officers who will be presenting that program to the crew or to those planning high-adventure events with these elements.

It is also important for roundtable commissioners and their assistants to be trained for their roles. They should take advantage of council-level roundtable commissioner training, as well as a broad variety of training in different topics that may be of interest to their attendees. This training can include classes on interesting topics at the council's University of Scouting.

## **USING THE VENTURING ROUNDTABLE PLANNING GUIDE**

Much of how the roundtable team chooses to use this planning guide will depend upon experience, direction of the council, and needs of the individual districts. If you are looking for assistance as to which topics to use ask your attendees what they want. Being flexible is the key to a successful roundtable, but keep in mind that while the program is flexible, policy is not.

Roundtables should always accurately represent Boy Scouts of America policy to ensure units receive accurate information so they can present safe and compliant programs.

For those who have never planned a roundtable, the sample program outlines can serve as a great example. Many roundtable commissioners use the outline exactly as written, but each roundtable may be modified to suit the purposes and personalities of the team and the leaders who attend.

As commissioners gain confidence in their ability to plan roundtables, they can add extra features or substitute other topics or activities based on the local needs of those in attendance.

It is recommended that districts follow a similar schedule of activities based upon the annual council roundtable planning conference. This provides some continuity in program and information, thus giving unit personnel the ability to attend any roundtable and find similar activities for helping units build strong programs.

To assist with the process of collecting and tracking information, several forms have been included in the Roundtable Commissioner Notebook section of this guide.

- The Yearly Roundtable Planning Calendar template is designed to support your annual planning process. In the same way that a unit plans for the year ahead, the roundtable year must be laid out to ensure all members of the team know what is expected of them. This also makes the monthly roundtable much easier to manage since everyone already knows the broad outline of what is going to happen.
- The Monthly Roundtable Planning Worksheet template allows you to detail each month's plan more completely. Giving each team member an outline of responsibilities helps all of them prepare for their assigned functions.

Of course, a plan that works in Florida in January may not work that same month in Minnesota. So, feel free to customize the order in which you present the year, using the materials included in this guide. Tailor the year to fit your council and districts' particular needs and interests.

Just be sure to adhere to BSA policies, add the personality and interests of your roundtable team, and have FUN!

## **LENGTH AND FORMAT OF ROUNDTABLE**

Experience has shown that although roundtable meetings for each of Scouting's programs (Cub Scouting, Boy Scouting, and Venturing) could be successfully conducted separately, a greater benefit is derived from the fellowship and unity that comes from holding these meetings on the same night and in the same location.

Roundtable commissioners will find that this guide allows for a great variety of roundtable configurations. Using these plans, your roundtable may be 60, 90, 120, or 180 minutes based on the district needs and frequency of meetings. The first section of each plan is designed for all program areas to share common interests and concerns in a joint meeting, and the second section separates participants into breakout groups by program.

Many districts choose to offer a time (often referred to as "cracker barrel") after the closing of the meeting to allow Scouters to mingle, share experiences and ideas, and enjoy fellowship with one another. Refreshments or other activities may be provided; but, be mindful of time and budget constraints for the roundtable team and participants.

## **TECHNOLOGY AND ROUNDTABLE DELIVERY**

When a local district is in a tightly contained geographic area, such as a suburban area of a major city, meeting in person is usually both easy and convenient. But face-to-face roundtable meetings become more difficult when a district includes several counties and many of the roads are rural two-lane roads. The amount of time required to drive to the roundtable site from the farthest

reaches of the district may discourage unit leaders from attending in person, especially in poor weather. Roundtable teams for such districts should consider alternative methods to reduce the geographic barriers to roundtable attendance.

One alternative might be a longer roundtable format (up to 180 minutes) that permits attendees to receive more training and better justifies the time required to travel to the roundtable site. This longer format may allow for not meeting every month, but rather on alternate months or even quarterly. Another alternative might be hosting roundtables in two or more locations on a rotating basis. If the district leadership is able to do so, the district could hold more than one roundtable per month, each in a different part of the district. Each of these alternatives has been used successfully in parts of the country.

If those alternatives aren't practical, the leadership of a geographically large district should consider whether it is preferable to deliver at least some portion of the roundtable using one or more of the commercially available telephonic or video services, including those over social media outlets. The availability of such services is constantly improving, so it may be time to take a look at what is new and available in your area. Some issues to consider and resolve include:

- Availability of suitable internet connectivity at the roundtable site
- Availability of the equipment necessary to record and transmit a roundtable from the host site, including cameras, quality microphones, and lighting
- Cost of the various telephone or video services for both the host and remote participants
- Limits imposed by the service provider on the number of simultaneous participants
- Whether to record and broadcast both the joint session and all the breakout sessions, or just the joint session, keeping in mind the need for more equipment if multiple breakout sessions are filmed simultaneously
- Whether to enable two-way communication so remote participants can ask questions and participate in group discussions, or whether the remote participants will only be able to listen to presentations
- Whether the remote participants have access to the necessary technical resources (equipment and band-width) to receive a particular type of telephonic or video feed

Another consideration is ensuring a sufficiently large in-person attendance to maintain the camaraderie which is the essence of most successful roundtables. The district leadership should determine whether the in-person attendance can be maintained if the roundtable is broadcast to everyone in the district in real time, or whether it would be better to limit access to recorded roundtables to leaders of selected units. YouTube videos and podcasts can be posted a few days after the actual roundtable to encourage in-person attendance. And it is possible to post "non-public" YouTube videos, for which the URL (web address) is given only to leaders of selected units that are considered to be "sufficiently remote" from the roundtable site.

When the usual roundtable location does not have Wi-Fi or other internet connections in the meeting room, or when the remote participants don't have access to high speed internet (either cable or wireless), it may not be possible to have an effective video roundtable. In such cases, if the meeting room has either a telephone jack or a high quality cellular signal, an alternative is for the remote participants to use a conference call service. A high-quality speaker phone, possibly one with multiple microphones, should be used to ensure that remote participants can hear all the participants gathered in the meeting room. When such speaker phones are not available, a cell phone connected to an external speaker via an auxiliary cord or Bluetooth can serve the same purpose. Districts should email copies of handouts to the remote participants (or post the hand-outs on the district website) when using a conference call rather than streaming video.

Many of the free services (such as Skype and Google Hangout) limit the number of simultaneous remote participants to as few as 10. When a district uses a service that restricts the number of free remote participants, the district should evaluate the possibility of having remote participants gather at satellite locations closer to their homes. Each satellite location can count as one participant, if several leaders use a single speaker phone or video monitor.

There is also "[Facebook Live](#)." Facebook Live permits an unlimited number of viewers to text questions and comments to the person filming the video. When the filming stops, Facebook Live archives a copy for sharing with viewers who did not see the video while it was being filmed. Some districts report good results using Facebook Live as a means of both conducting and archiving electronic roundtables.

Other services (such as GoToMeeting, WebEx, and TeamViewer) support a larger number of remote participants but require the payment of either monthly or per-minute fees. Some services have tiered fees for different numbers of simultaneous participants.

FreeConferenceCall.com is an example of a service that does not charge to set up a call, but requires participants to pay their own telephone service for the call (such as long-distance charges or wireless-to-landline charges). Some councils choose to provide conference call services that are toll-free to remote participants and absorb the cost of the service, whereas other councils require the remote participants to pay for the call.

Some districts may choose to use a blend of in-person roundtables during certain months, real-time remote audio and/or video

roundtables during other months, and YouTube videos or podcasts for selected presentations when the primary need is the dissemination of information rather than an interactive discussion. Examples of the latter could include recordings of presentations on Friends of Scouting, Internet Rechartering, or a topic that every new leader should hear as a supplement to available online training. Having these supplemental topics available via podcast or YouTube videos would enable new leaders to hear that information whenever they accept a position for which that information would be useful, without having to repeat basic information at roundtable.

For more information on technology and roundtable delivery, the quarterly newsletter, *The Commissioner*, has included numerous articles on technology options for roundtable delivery and will continue to do so in the future. The first such article was included in the Fall 2013 edition. The Winter 2014 edition included an article on one district's use of YouTube videos of roundtable sessions. The Fall 2015 edition included an article on the BSA's social media policy relative to YouTube videos and podcasts. Current and archived copies of *The Commissioner* can be found on line.

## **ROUNDTABLE RESOURCES**

The best and most current resources for Venturing related information can be found at the National Venturing Website at <http://www.venturing.org/>

The best and most current resources for BSA Roundtable support can be found at <https://www.scouting.org/commissioners/roundtable/>

The best and most current resources for BSA Training related information can be found at <https://www.scouting.org/training/>

The best and most current resources for Commissioners can be found at <https://www.scouting.org/commissioners/>

*Program Features for Troops, Teams, and Crews, Vols. 1, 2, 3* bring together 48 features to help making program planning easier for unit and youth leaders. The mix of topics—outdoor, sports, health and safety, citizenship and personal development, STEM, and arts and hobbies—provides the kind of variety, adventure, challenges, and opportunities for advancement units can use to keep members coming back. They can be found at <https://www.scouting.org/programs/boy-scouts/resources/program-features-vols-1-3/>

*Venturing Officers Association Administration Guide* is available at [https://filestore.scouting.org/filestore/venturing/pdf/VOA\\_Administration\\_Guide.pdf](https://filestore.scouting.org/filestore/venturing/pdf/VOA_Administration_Guide.pdf)

# Roundtable Program Agendas

Roundtable is designed to be a flexible delivery method suited to the local needs, availability, and time preferences of the audience. The following outlines represent best practices for a combined opening followed by separate breakout sessions for each Scouting program. Suggested times are provided for each portion of the program. It is important to start and finish on time out of respect for both the attendees and the presenters. Being timely also ensures that each portion of the program receives proper attention.

## DISTRICT ROUNDTABLE PLANNING OUTLINE

District: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

<b>GENERAL SESSION – 60 Minute Format</b>			
<i>Time allotted</i>	<i>Activity</i>	<i>Person responsible</i>	<i>Explanation</i>
20-30 Minutes	<b>Pre-Opening Activity</b> for combined Cub Scout, Boy Scout and Venturing roundtables	Combined Cub Scout, Boy Scout and Venturing Roundtable Teams	May include set up details such as who is responsible to unlock and lock up facility, table and chair set up, pick up materials from Scout office.
	Displays and Information tables	Assigned as needed	Displays may be of new BSA materials, local events, or items of general scouting interest. (e.g., Scouting magazine, Boys Life, promotional flyers, etc.). <i>Be sure to have persons to share with participants.</i>
	Registration	Assigned as needed	May include responsibility for mailbox for unit communications.
	Icebreaker or mixer	Assigned as needed	Activity to promote interaction of all participants
<b>Start on Time</b>			
20 minutes	<b>General Opening</b>		
1 minute	Welcome	ADC-RT	
1 minute	Prayer	Assigned to Assistants or participants	
2 minutes	Opening Ceremony	Assigned to Assistants or participants	Vary opening to provide experiences in demonstrating flag etiquette, the Scout Law, Core Values etc.
4 minutes	Introduction and Announcements	ADC-RT	Include district and council activities and events Introduce roundtable commissioners and appropriate district volunteers
10 minutes	“Big Rock” training Topic	Use appropriate persons from district based on the topic	Monthly training topic from choices available that can be inserted per needs of the district, with understanding that all training topics should be covered during the program year
2 minutes	Commissioner Minute	ADC-RT	Commissioner Minute should be applicable to all program levels and applicable to all roundtable formats (e.g., same for a 60 minute roundtable or a 120 minute roundtable) May be related to ALPS, Core Values, points of the Scout Law, aims of Scouting, etc.
2 minutes	Move and reconvene in separate program areas		

## Venturing Roundtable Planning Sheets- 60 min. meeting format

Venturing Roundtable is a form of commissioner service and supplemental training for volunteers at the crew level. It is intended to give leaders examples for crew meeting ideas, information on policy, events and training opportunities, along with ideas for program. The Venturing Roundtable provides an opportunity to share experiences and enjoy fellowship with others.

District: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Venturing Roundtable - 60 minute Format			
<i>Time allotted</i>	<i>Activity</i>	<i>Person responsible</i>	<i>Explanation</i>
20 minutes from START time	<b>General Session</b>		
2 minutes	<i>Travel from general session to Venturing session</i>		
38 Minutes	<b>Venturing Leader Session</b>	Under leadership of Venturing RT Commissioner	
2-3 minutes	Icebreaker	Assign to assistants or participants	
2-3 minutes	Ceremony/skit	Assign to assistants or participants	
5 minutes	Tips for Crew Meetings	Assign to assistants or participants	Demonstration and explanation of hints for crew meeting organization and activities
10 minutes	Venturing Interest topic	Use appropriate persons from district based on the topic	Maybe training highlights, annual events, timely topic, may focus on ALPS, Scout Law topic, Recognition topic, record keeping, etc
12 minutes	Program Feature for the month	Venturing RT Commissioner	Could come directly from the Program Features book(s)
5 minutes	Q & A		
1 minute	Closing/Commissioner Minute	Venturing RT Commissioner or assign to assistant or participant	Chance to encourage crew members to participate in future roundtables,
END ON TIME			
	<b>After the Meeting</b>		
	Refreshments and fellowship for all	Assign to assistants or participants	Time for fellowship before clean up is stressed.
	Team meeting	Venturing RT Commissioner	Can be conducted now or at another time preferred by the team. Evaluate the current meeting, review plans for next meeting and attendance.

# DISTRICT ROUNDTABLE PLANNING OUTLINE

District: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

GENERAL SESSION – 90 Minute Format			
<i>Time allotted</i>	<i>Activity</i>	<i>Person responsible</i>	<i>Explanation</i>
20-30 Minutes	<b>Pre-Opening Activity</b> for combined Cub Scout, Boy Scout and Venturing roundtables	Combined Cub Scout, Boy Scout and Venturing Roundtable Teams	May include set up details such as who is responsible to unlock and lock up facility, table and chair set up, pick up materials from the council office.
	Displays and Information tables	Assigned as needed	Displays may be of new BSA materials, local events, or items of general scouting interest. (e.g., Scouting magazine, Boys Life, <i>promotional flyers, etc.</i> ) <i>Be sure to have persons to share with participants.</i>
	Registration	Assigned as needed	May include responsibility for mailbox for unit communications.
	Icebreaker or mixer	Assigned as needed	Activity to promote interaction of all participants
<b>Start on Time</b>			
20 minutes	<b>General Opening</b>		
1 minute	Welcome	ADC-RT	
1 minute	Prayer	Assigned to Assistants or participants	
2 minutes	Opening Ceremony	Assigned to Assistants or participants	Vary opening to provide experiences in demonstrating flag etiquette, the Scout Law, Core Values etc.
4 minutes	Introduction and Announcements	ADC-RT	Include major district and council activities and events only. Introduce roundtable commissioners and appropriate district volunteers
10 minutes	“Big Rock” training Topic	Use appropriate persons from district based on the topic	Monthly training topic from choices available that can be inserted per needs of the council/district, with understanding that all training topics should be covered during the program year
2 minutes	Commissioner Minute	ADC-RT	Commissioner Minute should be applicable to all program levels and applicable to all roundtable formats (e.g., same for a 60 minute roundtable or a 120 minute roundtable) May be related to ALPS, Core Values, points of the Scout Law, aims of Scouting, etc.
5 minutes	Move and reconvene in separate program areas		

## Venturing Roundtable Planning Sheets- 90 min. meeting format

Venturing Roundtable is a form of commissioner service and supplemental training for volunteers at the crew level. It is intended to give leaders examples for crew meeting ideas, information on policy, events and training opportunities, along with ideas for program. The Venturing Roundtable provides an opportunity to share experiences and enjoy fellowship with others.

District: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Venturing Roundtable - 90 minute Format			
<i>Time allotted</i>	<i>Activity</i>	<i>Person responsible</i>	<i>Explanation</i>
20 minutes from START time	<b>General Session</b>		
5 minutes	<i>Travel from general session to Venturing session</i>		
52 Minutes	<b>Crew Leader Session</b>	Under leadership of Venturing RT Commissioner	
3-4 minutes	Icebreaker	Assign to assistants or participants	
3-4 minutes	Ceremony/skit	Assign to assistants or participants	
8 minutes	Tips for Crew Meetings	Assign to assistants or participants	Demonstration and explanation of hints for crew meeting organization and activities
10 minutes	Venturing Interest topic	Use appropriate persons from district based on the topic	Maybe training highlights, annual events, timely topic, may focus on ALPS, Scout Law topic, Recognition topic, record keeping, JTE, etc.
20 minutes	Program Feature for the month	Venturing RT Commissioner	Should come directly from the Program Features book(s)
5 minutes	Q & A		
1 minute	Closing/Commissioner Minute	Venturing RT Commissioner or assign to assistant or participant	Should be inspirational and encourage crew members to participate in future roundtables,
END ON TIME			
	<b>After the Meeting</b>		
	Refreshments and fellowship for all	Assign to assistants or participants	Time for fellowship before clean up is stressed.
	Team meeting	Venturing RT Commissioner	Can be conducted now or at another time preferred by the team. Evaluate the current meeting, review plans for next meeting and attendance.

## DISTRICT ROUNDTABLE PLANNING OUTLINE

District: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

GENERAL SESSION – 120 Minute Format - <i>designed primarily for alternate monthly meetings</i>			
<i>Time allotted</i>	<i>Activity</i>	<i>Person responsible</i>	<i>Explanation</i>
15 Minutes	<b>Pre-Opening Activity</b> for combined Cub Scout, Boy Scout and Venturing roundtables	Combined Cub Scout, Boy Scout and Venturing Roundtable Teams	May include set up details such as who is responsible to unlock and lock up facility, table and chair set up, pick up materials from the council office.
	Displays and information tables		Set up for later in the meeting
	Registration	Assigned as needed	May include responsibility for mailbox for unit communications.
	Icebreaker or mixer	Assigned as needed	Activity to promote interaction as participants arrive.
<b>Start on Time</b>			
30 minutes	<b>General Opening</b>		
1 minute	Welcome	ADC-RT	
1 minute	Prayer	Assigned to Assistants or participants	
2 minutes	Opening Ceremony	Assigned to Assistants or participants	Vary opening to provide experiences in demonstrating flag etiquette, the Scout Law, Core Values etc.
6 minutes	Introduction and Announcements	ADC-RT	Include major district and council activities and events only. Introduce roundtable commissioners and appropriate district volunteers
18 minutes	“Big Rock” training Topic	Use appropriate persons from district based on the topic	Monthly training topic from choices available that can be inserted per needs of the district, with understanding that all training topics should be covered during the program year 120 minute roundtable may present 2 training topics
2 minutes	Commissioner Minute	ADC-RT	Commissioner Minute should be applicable to all program levels and applicable to all roundtable formats (e.g., same for a 60 minute roundtable or a 120 minute roundtable) May be related to ALPS, Core Values, points of the Scout Law, aims of Scouting, etc.
20 minutes	For displays and Information tables, refreshments, socializing and to reconvene in separate program areas	Assigned as needed	Displays may be of new BSA materials, local events, or items of general scouting interest. (e.g., Scouting magazine, Boys Life, <i>Training News</i> , etc.)

## Venturing Roundtable Planning Sheets- 120 min. meeting format

Venturing Roundtable is a form of commissioner service and supplemental training for volunteers at the crew level. It is intended to give leaders examples for crew meeting ideas, information on policy, events and training opportunities, along with ideas for program. The Venturing Roundtable provides an opportunity to share experiences and enjoy fellowship with others.

District: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Venturing Roundtable - 120 minute Format			
<i>Time allotted</i>	<i>Activity</i>	<i>Person responsible</i>	<i>Explanation</i>
30 minutes from START time	<b>General Session</b>		
20 minutes	<i>Refreshments and Travel from general session to Venturing session</i>		Allow time for break, socializing, and dissemination of information
70 Minutes	<b>Crew Leader Session</b>	Under leadership of Venturing RT Commissioner	
3-4 minutes	Icebreaker	Assign to assistants or participants	
3-4 minutes	Ceremony/skit	Assign to assistants or participants	
10 minutes	Tips for Crew Meetings	Assign to assistants or participants	Demonstration and explanation of hints for crew meeting organization and activities for two months
20 minutes	Venturing Interest topic	Use appropriate persons from district based on the topic	Maybe training highlights, annual events, timely topic, may focus on ALPS, Scout Law topic, Recognition topic, record keeping, etc. for two months
25 minutes	Program Feature for the month	Venturing RT Commissioner	120 minute schedule may cover 2 months of program. Materials should come directly from the Program Features book(s)
5 minutes	Q & A		
5 minutes	Closing/Commissioner Minute	Venturing RT Commissioner or assign to assistant or participant	Should be inspirational and encourage crew members to participate in future roundtables,
END ON TIME			
	<b>After the Meeting</b>		
	Team meeting	Venturing RT Commissioner	Can be conducted now or at another time preferred by the group. Evaluate the current meeting, review plans for next meeting and attendance.

# DISTRICT ROUNDTABLE PLANNING OUTLINE

District: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

**GENERAL SESSION – 180 Minute Format - designed for quarterly or less than monthly meetings**

<i>Time allotted</i>	<i>Activity</i>	<i>Person responsible</i>	<i>Explanation</i>
15 Minutes	<b>Pre-Opening Activity</b> for combined Cub Scout, Boy Scout and Venturing roundtables	Combined Cub Scout, Boy Scout and Venturing Roundtable Teams	May include set up details such as who is responsible to unlock and lock up facility, table and chair set up, pick up materials from the council office.
	Display and information tables		Set up for later in meeting
	Registration	Assigned as needed	May include responsibility for mailbox for unit communications.
	Icebreaker or mixer	Assigned as needed	Activity to promote interaction as participants arrive.
<b>Start on Time</b>			
36minutes	<b>General Opening</b>		
1 minute	Welcome	ADC-RT	
1 minute	Prayer	Assigned to Assistants or participants	
2 minutes	Opening Ceremony	Assigned to Assistants or participants	Vary opening to provide experiences in demonstrating flag etiquette, the Scout Law, Core Values etc.
10 minutes	Introduction and Announcements	ADC-RT	Include district and council activities and events – allow an amount of extra time for longer announcements since they may need to cover several months of material Introduce roundtable commissioners and appropriate district volunteers
10 minutes	“Big Rock” training Topic #1	Use appropriate persons from district based on the topic	Monthly training topic from choices available that can be inserted per needs of the district, with understanding that all training topics should be covered during the program year
10 minutes	“Big Rock” training Topic #	Use appropriate persons from district based on the topic	Monthly training topic from choices available that can be inserted per needs of the district, with understanding that all training topics should be covered during the program year
2 minutes	Commissioner Minute	ADC-RT	Commissioner Minute should be applicable to all program levels and applicable to all roundtable formats (e.g., same for a 60 minute roundtable or a 120 minute roundtable) May be related to ALPS, Core Values, points of the Scout Law, aims of Scouting, etc.
20 minutes	For displays and Information tables, refreshments, socializing and to reconvene in separate program areas	Assigned as needed	Displays may be of new BSA materials, local events, or items of general scouting interest. (e.g., Scouting magazine, Boys Life, <i>Training News</i> , etc.)

## Venturing Roundtable Planning Sheets- 180 min. meeting format

Venturing Roundtable is a form of commissioner service and supplemental training for volunteers at the crew level. It is intended to give leaders examples for crew meeting ideas, information on policy, events and training opportunities, along with ideas for program. The Venturing Roundtable provides an opportunity to share experiences and enjoy fellowship with others.

District: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Venturing Roundtable - 180 minute Format			
<i>Time allotted</i>	<i>Activity</i>	<i>Person responsible</i>	<i>Explanation</i>
44 minutes from START time	<b>General Session</b>		
20 minutes	<i>Refreshments and Travel from general session to Venturing session</i>		Allow time for break, socializing, and dissemination of information
120 Minutes	<b>Crew Leader Session</b>	Under leadership of Venturing RT Commissioner	
4-5 minutes	Icebreaker	Assign to assistants or participants	
4-5 minutes	Ceremony/skit	Assign to assistants or participants	
15 minutes	Tips for Crew Meetings	Assign to assistants or participants	Demonstration and explanation of hints for crew meeting organization and activities
35 minutes	Crew Interest topic(s)	Use appropriate persons from district based on the topic	Maybe training highlights, annual events, timely topic, may focus on ALPS, Scout Law topic, Recognition topic, record keeping, JTE, etc. Allow for two or three topics to be presented
50 minutes	Program Feature (s) for the month	Venturing RT Commissioner	Should come directly from the Program Features book(s). Allow for two or three topics to be presented.
5 minutes	Q & A		
5 minutes	Closing/Commissioner Minute	Venturing RT Commissioner or assign to assistant or participant	Should be inspirational and encourage crew members to participate in future roundtables
END ON TIME			
	<b>After the Meeting</b>		
	Team meeting	Venturing RT Commissioner	Can be conducted now or at another time preferred by the group. Evaluate the current meeting, review plans for next meeting and attendance.

# Parts of a Roundtable

Roundtables have distinct program elements that help organize the event and manage time effectively. The parts listed below correlate with the program outlines provided in the 60-, 90-, 120-, and 180-minute roundtable program outlines. These may be adapted to fit local needs, but each program portion works together to build a diverse, useful, and relevant roundtable meeting that will engage the audience, convey important information, and add to the knowledge and skills of the attendees.

## PREOPENING and MIDWAY

The preopening activities and the time spent visiting the midway is a definite part of the roundtable program, and not just a time filler for early arrivals. Make your gathering time interesting and active. Set up great resources for your leaders to examine and visit before the formal opening. It's a way to get people to the meeting on time, and it sets the tone for the roundtable that follows.

Organize an interactive, easy-to-join opener such as a get-acquainted game. Ideas for these activities may be found in *Group Meeting Sparklers* (No. 33122) and under the [Pre-Opening Gathering Period Activities](#) section on the Program Resources website.

### The Midway

The Midway is the place where all the activities outside of running your general session and the program specific roundtable session should be located. By moving these outside of your roundtable space, you can eliminate distractions from other scouts engaging in fellowship and conversation; and, allow those interested in more details about a topic or event to have a place to ask specific questions.

### Displays, Information Tables and Parking Lot

Information tables - The majority of interesting materials on national, district or council events and announcements are available here. Have copies of all relevant resources on hand, and if possible invite the appropriate persons representing that activity to discuss and share with your roundtable participants. When done properly, this should relieve the rest of the roundtable from the need for lengthy announcements. Scouts can go to these tables before and during the roundtable when they are easily located in the midway.

Displays - If the resources are available, set out displays that give leaders ideas for their meetings. Encourage leaders to use similar displays at parents' nights or special unit events. The possibilities are endless.

- Craft/activity ideas, including take-away instructions
- Outing destinations with pictures of Venturers having fun
- Vendor tables, where units can get planning information and resources for activities in your area.
- BSA programs such as World Friendship Fund, Messengers of Peace, Nova, Adopt-a-School, and religious emblems
- Local events such as details on camporees, day camps, council camp programs, district activities, and local service opportunities
- Games that can be made and shared

Parking Lot - There will be time later in the roundtable to answer any questions your participants may have. Make it easy for them to share their thoughts by creating a "parking lot"—a container, a bulletin board, or any method of collecting written suggestions or questions. Be sure to have plenty of blank cards or sticky notes and pens available.

## Supplies

Keep a supply of commonly used forms and literature on hand. These could include recruiting fliers, handbooks, leader guides, registration forms, etc.

## Registration and Mailboxes

A roundtable team member or potential team member should be assigned to greet participants individually as they arrive, help them sign in at the registration table, give them a name tag, and get them involved in the gathering activity. Getting detailed contact information from attendees is important to following up and extending invitations to future roundtables. Pay particular attention to newcomers. Perhaps you can identify them with a special name tag. Explain the format of your roundtable, including the use of the "parking lot," and make them feel comfortable and welcomed.

While many roundtables distribute information electronically, there will always be paper last-minute updates that need to go out. There also needs to be a place to distribute items from the district and council, such as registrations, awards to be presented in a unit meeting, etc. A "mailbox" allows those items to be sorted to each unit. File folders with Unit Numbers in a crate works really well and allows for easy transport.

A wise unit commissioner attending roundtable can check those “mailboxes” during the meeting, and if no one from the unit has emptied the mailbox, the unit commissioner can visit the unit and review them with the leaders, turning that into a quality unit contact in commissioner tools.

## GENERAL OPENING

(ALL SCOUTING PROGRAMS)

### Welcome

A program-specific roundtable commissioner or assistant district commissioner for roundtables calls the meeting to order and starts welcoming all participants to the meeting. Start on time. It is unfair to those who arrived on time to have to wait. Beginning with an enthusiastic greeting will set the tone for a fun evening of learning and fellowship.

### Prayer

In keeping with the Venturer’s duty to God, include a nonsectarian prayer in the general opening session. As some people aren’t comfortable praying in public, ensure success by asking a team member or participant in advance to offer the prayer. Begin with an appropriate introduction such as “prepare yourself for prayer as is your custom.”

### Opening Ceremony

Use a simple opening ceremony that leaders will be able to duplicate in their units. You may wish to delegate this opportunity to a particular unit or use participants if appropriate. Use the U.S. flag to emphasize citizenship, respect for the flag, and character development. Other options, such as reciting the Scout Oath, Baden-Powell words of wisdom, celebrating the birthday of Scouting, or demonstrating alternate flag ceremonies, will provide ideas that unit leaders can use to liven up their unit programs.

### Introductions and Announcements

Although you have already welcomed those in attendance, extend a special welcome to newcomers. You may wish to present them with special recognition or a certificate. Make them feel welcome so they’ll bring additional unit leaders with them to the next roundtable.

Be sure to explain the flow of the evening’s activities. Point out the various program groups and where they will be gathering. Take care of housekeeping items such as the location of restrooms and any policies specific to the building in which you are meeting. This is especially important for your newcomers—do not assume everyone already knows.

Next, the chairs or committee members responsible for upcoming events give **brief** promotional announcements. **(It is a commercial not an infomercial!)** Limit each announcement to a short introductory statement about the event and where more information can be found, such as fliers and websites. Something along the lines of “Hi I am here to promote “X” my flyer is (whatever color paper it is printed on) I will be in the back of the room if you would like more information after Roundtable”.

**Do not let announcements hijack the time and program needs of units! Keep them to a minute or less and emphasize that the fliers contain detailed information.**

### Big Rock Training Topic

The Big Rock topic is information relevant to all Scout leaders across BSA programs. It is important to include a Big Rock topic as part of each month’s opening activity. Big Rocks are aimed at reminding unit leaders of basic information that helps them execute a better program. While a number of Big Rocks are provided in this guide, their use is flexible based on the needs of the council or district. If a topic that is not covered needs to be addressed, use the template provided at the end of the Big Rock section to design a local Big Rock topic. Big Rocks from previous roundtable guides are archived on the [Roundtable Support](#) page, near the bottom of the page.

### Commissioner’s Minute

This is the chance for the assistant district commissioner for roundtable, or others as appropriate, to give a meaningful thought regarding a point of the Scout Law, or other significant and uplifting message. The Commissioner’s Minute helps bring the general session to a close and transition to the program-specific breakouts. Explain that the next session will begin in a few minutes and be sure to point out the locations.

## VENTURING LEADER BREAKOUT SESSION

### Icebreaker

A brief exercise can help get people settled into the room and focused on the roundtable theme. It also provides a couple of minutes to ensure that everyone has made it to the breakout session and to start building excitement around the program topics.

## Sample Skit

A sample skit is presented to show leaders how Venturing purposes and ideals can be symbolized in a variety of fun activities. When you have awards to be presented use the opportunity to hand them out using a ceremony. If some crews are noted for excellent ceremonies and skits, the roundtable commissioner might ask those leaders to perform one for the group. Be sure to involve as many participants as possible.

## Tips for Crew Meetings

Unit leaders can always use a new idea or approach to keep crew meetings interesting, diverse, and exciting.

Roundtable is a great place to share these tips, whether they are pulled from training resources, shared among participants, collected from commissioner observations during unit visits or found in the “Tips for Crews” section of this guide

Many books and media resources developed by the BSA are listed in the “Resource” section of this guide. These resources may offer tips, or one or two of them could be introduced at this time. Explain how these materials can be obtained, and how they might help the units deliver a better program for Venturers. Often, leaders are looking for new resources but are simply unaware of where to find them.

Keep in mind that there are also many great books, periodicals, and other media tools produced by knowledgeable groups and experts outside the BSA. Feel free to highlight these as well; but, remember to point out any BSA policies that may be in conflict with the materials referenced.

## Venturing Interest Topic

The interest topic is a feature designed to add variety to roundtable programming. Examples might include a training highlight, a review of an upcoming annual event, recognition information, or any of a number of topics related to Venturing issues.

Several interest topics are provided in this guide and can be used as appropriate, based on council or district priorities. The topics are written as suggested outlines for a discussion or presentation, and each may be customized if desired to fit the needs and interests of the local roundtable audience.

The interest topics include a number of recommended presentation styles designed to create more variety in how roundtable is presented. Varying the presentation style from month to month can encourage greater participation by units and help keep roundtable exciting.

Four basic presentation formats are used for the interest topics. Different formats can be used throughout the program year to create greater interaction and idea sharing among units. A good suggestion is to mix the topics in a way that provides a variety of roundtable formats and increases audience engagement.

- **Expert presentation** features a speaker, often someone with special training or from an outside group, who imparts knowledge to the audience.
- **Open forum** allows participants to share information or ideas, such as possible camping locations or program themes.
- **Directed discussion** blends a presentation and an open forum, as the presenter guides a conversation on the topic and interacts with the audience to achieve certain goals.
- **Roundtable fair or round-robin** is a multi-station event, such as a district program preview night, where participants move between various stations and topics.

Sometimes the interest topic itself and the participants' skill levels will suggest the style to use. For example, a backpacking interest topic directed toward leaders who are not experts might be best presented as a training session.

If the participants are mostly experienced backpackers, an open forum sharing ideas and trails may be more valuable to them.

No matter what presentation format you select, look for ways to help everyone actively engage in the roundtable instead of just being an audience. As in a crew meeting, a fun activity, some hands-on experience, and a good Q&A will create a more enjoyable event and enhance the learning opportunity.

Several topics are provided in this guide as outlines that can be adapted for each roundtable environment.

Councils or districts should use the included template to design local topics for additional program needs. Interest topics from previous roundtable guides are archived at [www.scouting.org/scoutsources/Commissioners/roundtable.aspx](http://www.scouting.org/scoutsources/Commissioners/roundtable.aspx).

## Program Feature of the Month

Venturers are looking for an action-packed program full of fun activities. In this section, roundtable commissioners delve into various program features for ideas to help units deliver quality programs.

[Program Features for Troops, Teams, and Crews](#) (volumes 1, 2, and 3) provides units with complete monthly meeting plans, outing ideas, and resources. Additional features include recommendations for related recognition and awards, leadership applications, and references to other materials and web resources.

The council roundtable plan should help establish the month in which to present each feature based upon what is most appropriate to the local area. Councils and roundtable commissioners may also choose to come up with program ideas of their own to meet the needs of local units.

Ensure that each feature is presented at roundtable at least three to six months before that program will be used at the unit level. This gives the unit leaders time to gather resources, get training, and work with the youth leaders to present the program in an effective manner.

Consider reaching out to local experts to present this portion of the roundtable. Many subject matter experts, whether or not they have a Scouting background, are eager share their knowledge of a particular activity.

Cultivating relationships with them will help in gaining community support for the Scouting program. Make sure to provide the experts with any BSA materials they may need in advance; for example, they should come to the roundtable knowing what the *Guide to Safe Scouting* says about their particular area of expertise.

Also, be sure to offer an appropriate thank you for their assistance. If possible, a gift of some sort that is personalized by the district can serve as an expression of gratitude to their time and effort on behalf of Scouting.

### **Open Forum (Q&A)**

As time permits, roundtable personnel should answer questions posted on the “parking lot” or any other questions that have come up as a result of the roundtable discussions. For unique, unit-specific questions, ask for a way to get in touch with the individual after the meeting to provide the information needed.

### **Closing and Commissioner’s Minute**

This is done in each breakout group, so it is not necessary to reconvene all the Scouting groups. The content should be thought-provoking and inspirational. It offers encouragement to the participants to use the skills they learned at the roundtable to provide a better program for their youth.

The Commissioner’s Minute can serve as a model for the Advisor’s Minute at the end of their crew or VOA meetings.

**Be sure to end the roundtable program on time as a courtesy to your attendees and presenters.**

### **AFTER THE MEETING**

#### **Fellowship (Cracker Barrel)**

Knowing that a healthy snack or refreshing beverage awaits may be just the incentive one needs to attend the roundtable. Sometimes simple is best. This fellowship time following the scheduled portion of the roundtable meeting is often a super opportunity for Scouters to connect with each other. However, time constraints must be respected for those needing to clean up. Checking with the venue ahead of time that no food restrictions exist on use of the facility is critical. Scouters should feel free to leave at their convenience.

This is a good time to collect Getting to Know You surveys or Roundtable Program Evaluation forms. These completed forms may give you ideas for planning next month’s program and help ensure you are addressing the needs of the leaders in your district.

Note: In some of the planning outlines, this function is slated for a different time, rather than the end of the meeting.

#### **Team Meeting**

At the close of each roundtable, conduct a short team session to evaluate the meeting, and review the plans for next month’s meeting. Make sure everyone involved is ready, and ensure the availability of all necessary materials.

The roundtable commissioner and assistant roundtable commissioners should brainstorm and discuss ideas for a follow-up plan for units whose leaders are not attending roundtable. Read and review the Getting to Know You surveys and the Roundtable Program Evaluations. The key to new ideas that will pull in new units and maintain leaders’ attendance may be found in these forms.

It is acceptable to perform this function another day to better serve the roundtable team as long as these after meeting functions take place.

# Program Features

It is recommended that this be the first Program Features presentation that is done at the beginning of the Roundtable Year. It will provide a basis for understanding the *Program Features for Troops, Teams, & Crews* and how they support a Crew in the development of a successful program.

## Using “Program Features for Troops, Teams, and Crews” in Meetings

### MATERIALS NEEDED

- Handouts of the “Introduction” and “Demonstrating the Need for the Program Features”
- Any Volume of the new Program Features for Troops, Teams and Crews, so attendees can select a Program Feature to study and use during the exercise. Buy it or borrow from a unit that has them.

### INTRODUCTION

*(Give attendees a printed copy of the following explanation of the Program Features, and discuss it with them)*

### What are The Program Features?

The Program Features for Troops, Teams and Crews is a three volume set (available for purchase from Scout shops or [www.scoutstuff.org](http://www.scoutstuff.org)). It replaces the older three volume Troop Program Features.

Each volume includes 12-16 program features with a mix of topics: outdoor, sports, health and safety, citizenship and personal development, STEM, arts and hobbies.

### Why Were They Created?

The Program Features were created to assist the youth leaders of Troops and Venturing Crews in creating well planned meetings and outings that deliver Scouting’s promise of adventure to all the participants in the unit. Research has shown that inadequately planned and executed Troop and Crew meetings and outings are the number one cause of youth leaving Scouting. Adults and youth leaders can use these Program Features to plan exciting programs, help facilitate recognition and personal growth, and keep youth members engaged.

### What do They Contain?

Each of the new Program Features contains the following elements:

- List of objectives
- Recognition and awards list related to the Program Feature’s contents
- Leadership planning tips for the unit’s youth leaders
- EDGE teaching/learning tips for skills related to the Program Feature
- Meeting planners for 4 weekly meetings
- Outing planner for an outing related to the Program Feature
- Skill games to be played at unit meetings and outings
- Skills and events suitable for Venturers of all ages and experience levels

# Roundtable Mechanics

## Crew Participation

Roundtables should be presented as learning experiences. Leaders watch demonstrations and then practice what they just learned. Because people learn best by active involvement rather than by observation, Venturing leaders attending a roundtable should have as much opportunity as possible to participate. Participation can be in the form of a role-play, a panel discussion, or a hands-on experience with a skill being taught.

Roundtables may also engage leaders by making assignments to individuals or a crew in advance so they have time to prepare. This makes roundtables a more satisfying experience and convinces Venturing leaders that these are their roundtables.

## PUBLICITY AND PROMOTION

Promotion is a major key to increasing roundtable attendance. If a roundtable is fun and exciting and meets the needs of the unit leaders, the current participants will keep coming back. But it all begins with getting the leaders to attend their very first meeting.

Promoting roundtable is more than just letting leaders know when and where the roundtable is happening. Your goal is to make them want to come because of the contacts they can make, the help they will receive in planning and running a meeting, and the fun they will have. Any of your roundtable promotional materials should include the following information:

- **Purpose**—Let leaders know how roundtable meetings will help them in their leadership positions.
- **Involvement**—Roundtables are interactive, hands-on meetings in which participants are actively involved.
- **Contact**—Include the name and telephone number of a contact person who can answer leaders' questions about roundtables.

Tools that can help with promotion include:

**Fliers.** Informational fliers that detail what roundtable is about should be distributed to new leaders and at basic leader training courses. Continue the distribution throughout the year at summer camps, camporees, or anywhere else Venturing leaders are present.

**Invitations.** Computer-generated invitations are easily created and are impressive to the new leader. Have a roundtable team member attend training events to hand-deliver invitations and invite new leaders to roundtable. This could be done at the closing of the training session—for example, reminding Scout leaders that training continues at their roundtable.

**Mailed Announcements.** This method can be expensive and time-consuming, but it might be worth the effort and expense for special events. Check with your district executive (DE) or council office for help in mailing out your announcements; they may have access to postage meters and accounts with the post office.

**Chartered organizations.** If chartered organizations have printed communications, place stories in them. These can include church bulletins, monthly reports, and company newsletters. This method can be especially helpful for geographically large areas.

**District or council newsletters.** Be sure all roundtable dates and meeting places are listed on the district and council calendars. Include relevant information in each month's newsletter or article detailing the agenda for that month.

**District or council websites.** Many districts and councils maintain websites. Keep up-to-date information on these sites about plans for upcoming roundtable events.

Highlight last month's meeting to get people excited about future roundtables. We are in the age of instant information and digital presence; be sure the roundtable is part of this. Be sure the location information, start time, and contact information is current and accurate.

**Local news media.** Submit brief announcements to the local news section of your community newspaper or create public service radio announcements. Local cable television stations may have a community bulletin board that allows posting information about the monthly roundtable.

**Telephone trees.** Telephone campaigns can take time, but the entire roundtable team can cover a phone list in one evening. Try to keep the conversation to roundtable matters and set a time limit for each call. Be sure to place calls at a time that is convenient to the recipient. Messages on voicemail can also be effective. You can also run a separate telephone tree for unit commissioners, encouraging them to remind their units to attend roundtable.

**Email/social media messages.** Establish an email directory of district Venturing leaders. Reminders of roundtable meetings and special events can be sent efficiently to many people through this avenue of communication. One best practice is to send notes about a completed roundtable to participants halfway before the upcoming roundtable. This reminds them of the information they

gathered and the fun they had; and, lets them know the planned topics for next time. Make sure to invite them to bring a friend. Also send materials about the last roundtable to those leaders who did not attend. This shows that they were missed and provides them with needed information despite their absence.

**Road shows.** Develop a slide show or video presentation about roundtable. Make arrangements for roundtable team members to visit crew committee meetings around the district to show leaders what they are missing. You can also post this slide show on your district or council website to encourage attendance.

## **ATTENDANCE INCENTIVES**

Now that leaders are attending roundtable, what keeps 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 next month for more ideas, fun, and fellowship.

With the many demands on leaders' time, however, roundtable commissioners may want to consider using additional incentives to ensure continued attendance. These could include special recognitions or awards for regular attendance, most meetings attended in a row, or milestones. Sometimes fun items tied to the roundtable theme, corporate logo items donated by local businesses or leaders, or even gag gifts from the local dollar store can be enjoyable incentives that leaders look forward to at the end of the planned program. That little something extra might make the difference between a leader attending roundtable or staying home after a busy day.

## **ATTENDANCE AWARDS**

Name tags and tracking cards are popular attendance awards. They provide immediate recognition to all those attending. After the leader has attended a set number of roundtables, you can present a leather name tag on which to hang the lace and beads.

Other attendance awards might include:

- **Certificate**—Award a thank-you certificate to packs and leaders who help with the program.
- **Pins**—Give special pins or insignia for a year's perfect attendance.
- **First-Timer**—A first-timer award for new attendees will make them feel welcome and important.
- **Traveling Totem**—A totem may be an unfinished ceremonial prop that is awarded to the unit with the highest percentage of attendance. The winning unit brings the prop back the next month with something new done or added to it. At the end of the year, the unit with the greatest average attendance receives the prop as an award.

**Door Prizes or Special Drawings.** These awards should be useful to unit leaders. Use program-oriented handicraft items or kits. If you have built a special piece of equipment to demonstrate a game or ceremony, give it away as a prize. The lucky recipients can use it in their unit activities. You may want to choose your winners in different ways each month—draw names of those attending from a hat, mark name tags in a special way, or randomly place a tag under the participants' chairs. Don't forget to post an announcement and pictures of the winning item on your district or council website

# ROUNDTABLE COMMISSIONER NOTEBOOK

## Roundtable Team Members

The roundtable team members for \_\_\_\_\_ district:

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Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

Roundtable position \_\_\_\_\_

Training completed \_\_\_\_\_

Additional information \_\_\_\_\_

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Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

Roundtable position \_\_\_\_\_

Training completed \_\_\_\_\_

Additional information \_\_\_\_\_

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Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

Roundtable position \_\_\_\_\_

Training completed \_\_\_\_\_

Additional information \_\_\_\_\_

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Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

Roundtable position \_\_\_\_\_

Training completed \_\_\_\_\_

Additional information \_\_\_\_\_

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# GETTING TO KNOW YOU

Welcome to our district's Venturing roundtable. Congratulations on taking that extra step to be an informed Venturing leader. Please fill out this form and return it to a roundtable team member tonight. This information will help the roundtable team to get to know you and better meet your needs.

Your name \_\_\_\_\_

Home address \_\_\_\_\_

Phone number (H) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Email (H) \_\_\_\_\_ (B) \_\_\_\_\_

Crew No. \_\_\_\_\_ of (town) \_\_\_\_\_

Chartered organization \_\_\_\_\_

Registered Scouting position \_\_\_\_\_

What Scouting training have you attended? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous Scouting experience \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you an Eagle Scout?  Yes or have earned the Girl Scout Gold Award?  Yes

Occupation \_\_\_\_\_

Spouse \_\_\_\_\_ Scouting experience \_\_\_\_\_

Children (Please list their Scouting experience) \_\_\_\_\_

\_\_\_\_\_

How did you hear about roundtable? \_\_\_\_\_

Why did you come to roundtable? \_\_\_\_\_

\_\_\_\_\_

With whom did you come, or did you come by yourself? \_\_\_\_\_

How can roundtable help your unit program? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# ROUNDTABLE PROGRAM EVALUATION

Please complete this evaluation form on tonight's program. Be honest! Tell us what you liked and did not like. The goal of your roundtable is to plan a program that meets the needs of our district's leaders.

Did you feel welcome and warmly received?  Yes  No

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

Did you feel comfortable participating in the program?  Yes  No

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

Do you plan on returning to next roundtable?  Yes  No

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

Would you encourage other leaders to attend?  Yes  No

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

Would you be willing to leave your name and email address for one of the roundtable commissioners to contact you regarding roundtable program?

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Please complete this evaluation form on tonight's program. Be honest! Tell us what you liked and did not like. The goal of your roundtable is to plan a program that meets the needs of our district's leaders.

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Did you feel comfortable participating in the program?  Yes  No

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

Do you plan on returning to next roundtable?  Yes  No

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

Would you encourage other leaders to attend?  Yes  No

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

Would you be willing to leave your name and email address for one of the roundtable commissioners to contact you regarding roundtable program?

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# YEAR-LONG ROUNDTABLE PLANNING CALENDAR

Part of program	Breakdown	Time allotted	August	September	October	
<b>Preopening (20 to 30 minutes)</b>	Preopening Activity					
	Displays and Information Tables					
	Registration					
<b>General Opening</b>	Welcome					
	Prayer					
	Opening Ceremony					
	Introductions and Announcements					
	Big Rock Training Topic					
	Commissioner's Minute					
	<b>Breakout Sessions</b>	Icebreaker				
		Sample Skit				
Tips for Crew Meetings						
Venturing Interest Topic						
Program Feature						
Open Forum (Q&A)						
Closing and Commissioner's Minute						
<b>After the Meeting</b>	Fellowship (Cracker Barrel)					
	Team Meeting					

# YEAR-LONG ROUNDTABLE PLANNING CALENDAR

Part of program	Breakdown	Time allotted	November	December	January
<b>Preopening (20 to 30 minutes)</b>	Preopening Activity				
	Displays and Information Tables				
	Registration				
<b>General Opening</b>	Welcome				
	Prayer				
	Opening Ceremony				
	Introductions and Announcements				
	Big Rock Training Topic				
	Commissioner's Minute				
<b>Breakout Sessions</b>	Icebreaker				
	Sample Skit				
	Tips for Crew Meetings				
	Venturing Interest Topic				
	Program Feature				
	Open Forum (Q&A)				
	Closing and Commissioner's Minute				
<b>After the Meeting</b>	Fellowship (Cracker Barrel)				
	Team Meeting				

# YEAR-LONG ROUNDTABLE PLANNING CALENDAR

Part of program	Breakdown	Time allotted	February	March	April	
<b>Preopening (20 to 30 minutes)</b>	Preopening Activity					
	Displays and Information Tables					
	Registration					
<b>General Opening</b>	Welcome					
	Prayer					
	Opening Ceremony					
	Introductions and Announcements					
	Big Rock Training Topic					
	Commissioner's Minute					
	<b>Breakout Sessions</b>	Icebreaker				
		Sample Skit				
Tips for Crew Meetings						
Venturing Interest Topic						
Program Feature						
Open Forum (Q&A)						
Closing and Commissioner's Minute						
<b>After the Meeting</b>	Fellowship (Cracker Barrel)					
	Team Meeting					

# YEAR-LONG ROUNDTABLE PLANNING CALENDAR

Part of program	Breakdown	Time allotted	May	June	July
<b>Preopening (20 to 30 minutes)</b>	Preopening Activity				
	Displays and Information Tables				
	Registration				
<b>General Opening</b>	Welcome				
	Prayer				
	Opening Ceremony				
	Introductions and Announcements				
	Big Rock Training Topic				
	Commissioner's Minute				
<b>Breakout Sessions</b>	Icebreaker				
	Sample Skit				
	Tips for Crew Meetings				
	Venturing Interest Topic				
	Program Feature				
	Open Forum (Q&A)				
	Closing and Commissioner's Minute				
<b>After the Meeting</b>	Fellowship (Cracker Barrel)				
	Team Meeting				

# MONTHLY ROUNDTABLE PLANNING SHEET

Part of program	Breakdown	Time allotted	Month	
<b>Preopening (20 to 30 minutes)</b>	Preopening Activity			
	Displays and Information Tables			
	Registration			
<b>General Opening</b>	Welcome			
	Prayer			
	Opening Ceremony			
	Introductions and Announcements			
	Big Rock Training Topic			
	Commissioner's Minute			
	<b>Breakout Sessions</b>	Icebreaker		
		Sample Skit		
Tips for Crew Meetings				
Venturing Interest Topic				
Program Feature				
Open Forum (Q&A)				
Closing and Commissioner's Minute				
<b>After the Meeting</b>	Fellowship (Cracker Barrel)			
	Team Meeting			