Boy Scout Roundtable Planning Guide

2010-2011

BOY SCOUTS OF AMERICA®

511-942WB
2010 Printing

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The Trail to Better Boy Scout Roundtables

Do You Know Your Roundtable's Destination?

The mission of the Boy Scout roundtable is to provide quality resources, knowledge, and skills to unit leaders to enable and motivate them to deliver an outstanding program to their Scout troops. Roundtables focus on program highlights for upcoming months, not on the current month.

As you develop a vision for your district roundtables, keep it focused on generating fun, excitement, and practical Scouting skills. Learning by doing and watching, not just listening, is essential. Scouters want to be active participants. When these ingredients are present, roundtable attendance will grow.

Roundtables are conducted monthly in every district. Because of their geographic size or to avoid conflicts with participants' employment hours, some districts conduct multiple roundtables throughout the month.

Your Role as the Roundtable Commissioner: The "Trail Master"

You must be adept at putting on a good show and getting people to help. You don't do it alone! You recruit and guide a staff committed to assisting leaders with their upcoming programs. Involving unit leaders in the presentations builds enthusiasm.

Planning is an important ingredient in offering a quality program. You make an annual plan, adjust it quarterly, and develop more detailed plans a month before each roundtable.

Enthusiasm is contagious! Successful roundtables draw leaders who know that when they come, they will get help in operating their troops. You are successful when you help every unit succeed in delivering a quality program to Scouts.

Who Attends Roundtables?

Roundtables are for all troop leaders—Scoutmasters, assistant Scoutmasters, and troop committee members. Unit commissioners attend the roundtables in which their leaders are involved. This may mean dividing their time between Boy Scout and Cub Scout leader roundtables.

How to Arrive at Your Destination: A Successful Roundtable

An important part of any successful program is to follow an outline that standardizes key elements. Varying these elements allows for new and unique programs. Like baking a cake, varying the "flavors" in program content creates exciting results. The recipe is followed the same way, but the variations can produce a chocolate cake, a lemon cake, or any of a wide range of flavors to excite the palate.

All roundtables follow the core recipe found in the Roundtable Planning Work Sheet. It is similar to the steps in conducting a successful troop meeting. The formula is easy to follow.

Preopening. Registration, exhibits, hands-on demonstrations, and getting-acquainted interaction make people feel welcome as they arrive. The preopening activities should be boy-level and fun for participants. Scoutmasters will expect activities that they can suggest to their patrol leaders' council. The preopening is critical to the success of the roundtable. It is not a throwaway item. It's like preheating the oven to bake that cake: You are setting the tone for the whole evening's program.

Opening. The welcome, flag ceremony, introductions, and recognitions always start on time, with a brief ceremony that a leader can use at a troop meeting.

Program Features. The core of the roundtable covers program ideas and skills for working with new-Scout patrols, regular Scout patrols, and Venture patrols. This section is based on the monthly themes supported by *Scouting* and *Boys' Life* magazines. Detailed outlines of the program themes are found in *Troop Program Features,* Volumes I (No. 33110A), II (No. 33111), and III (No. 33112).

The person assigned to do the skill demonstration should teach the skill to the roundtable staff at its monthly meeting. This will ensure that others in attendance will be able to assist in teaching the skill to everyone present. If outside experts are used, be sure they understand the purpose of the roundtable and the kind of presentation expected from them.

Tips for Strengthening Your Program Features

Preparing for a Demonstration

- The demonstration should appear as natural as possible, even if you can't perform the skill exactly as you would when it is really used.
- Collect and prepare the needed equipment. Have enough supplies available for others to do or learn the skill.
- Know your audience to determine their present knowledge of the skill and how much detail you should give them.
- Think through and make notes on the comments needed to explain the demonstration.
- Practice the demonstration. Write down an outline of the steps.

Giving the Demonstration

- Briefly tell your audience the major points.
- Adjust your speed to the difficulty of learning various steps. Go slowly enough for the audience to follow.
- Watch for the audience's reactions. Adjust the amount of detail and pace the action to retain their interest.
- Repeat the difficult or important steps to ensure learning.
- Do not give negative examples. Your audience may end up confused and take home the wrong points or learn how to do the skill improperly.

Summarizing the Demonstration

- Review the important steps or points. Use a flip chart.
- Let the audience try the skill and ask questions.

Games. Scouting is fun! Games should reinforce learning and help in physical development. It is not necessary for everyone to play the game; just be sure all participants understand the game and have it as a resource to use with their troops. Provide a game card with the game on it. *Troop Program Resources*, No. 33588A, is an excellent source for games.

Special Feature. This is a chance to provide short, to-the-point training programs. The programs should focus on troop operation and on specific aspects of the Scouting program. This part of the roundtable provides Scouting know-how. It might feature training awards, a special ceremony such as a new-Scout or patrol leader induction, or how to conduct a board of review. The potential topics are endless. To develop the Special Feature section, poll the unit leaders about what Scouting topics they would like to learn.

Song/Skit/Run-On. This is a fast break in programming that a leader can use around the campfire or on a troop outing. These meeting sparklers add zip to the trail and lift everyone's morale.

Special Information. Roundtables provide a chance to share upcoming district, council, and national events and program opportunities. These highlights are a chance to communicate with and inform Scouting leaders. Items covered might include camporees, Scouting shows, summer camps, Good Turn projects, or money-earning opportunities. All of these items are important, but they need to be kept in perspective relative to the true role of the roundtable, which is to assist leaders in delivering a monthly program to the Scouts in their troops. The roundtable staff needs to announce upcoming programs.

Closing. The roundtable agenda should provide the district executive with a closing minute for motivational comments just as a Scoutmaster uses the Scoutmaster's Minute. Formally close the meeting with the retiring of the colors.

After the Meeting. Fellowship and the free exchange of ideas often happen best after the meeting. Offering a simple cracker barrel can best facilitate this. It is also a time for the roundtable staff to conduct a short meeting on the next month's program and to start examining plans for roundtables two months out.

Facilities

Fellowship is one of the most important outcomes of the roundtable. Therefore, the setting should provide an atmosphere of warmth and convenience. Chairs should be comfortable and plentiful. Tables should be organized for six to eight "patrol members" in a group. Display tables are usually needed.

Ideally, the same facility or roundtable location is used throughout the year. This eliminates confusion about where a leader needs to go each month. This location ideally has facilities large enough to accommodate the Cub Scout, Boy Scout, Varsity Scout, and Venturing roundtables simultaneously.

Are We at Our Trail Destination?

It isn't always easy to determine when you have successfully arrived at your trail destination. Roundtables are a journey in and of themselves. But progress can be judged by honestly evaluating the roundtables using the following questions.

- How many troops out of the total in the district were represented?
- Did the Scoutmasters get ideas to use at next month's meetings?
- Did the Scouters have a good time?
- Did the Scouters do lots of things themselves instead of sitting and listening most of the time?
- Did the Scouters get satisfactory answers to their questions?
- Was there genuine fellowship?
- Will these Scouters come back next month? Would you, if you were in their place?
- Did you use the annual planning guide?
- Do you conduct monthly planning sessions to prepare for the next month's program?
- Do you provide monthly roundtables?

Planning Your Annual Trails

As for any troop outing, planning makes all the difference in delivering a quality program experience to Scouts and Scouters. There are three key steps in roundtable planning.

- Annual planning
- Monthly planning
- Just-before-the-roundtable planning

The Annual Plan

This *Boy Scout Roundtable Planning Guide* is designed to support the monthly themes offered in *Scouting* and *Boys' Life* magazines. It is important that these themes be merged with district and council programs and calendars. Involve the district commissioner and professional staff member in developing the annual planning conference.

The planning conference gives you a chance to

- Review roundtables from last year.
- Use feedback from troop leaders for ideas and suggestions related to roundtable programs.
- Ask unit commissioners for general needs identified by their commissioners' work sheet.
- Review national Quality Unit objectives for program emphasis ideas.
- Review the *Boy Scout Roundtable Planning Guide.*
- Study the council/district calendar of activities and special events such as summer camp, camporees, Scouting shows, and other activities that help strengthen and support troop programs.
- Establish a meeting location for every roundtable during the year.

Monthly Planning

Monthly planning should take place 45 days before the roundtable. Using the annual plan, the roundtable commissioner meets with the roundtable staff and the district executive to complete the detailed roundtable planning sheet. Assignments are agreed to by staff members, outside experts are recruited, and unit leaders are asked to assist with appropriate parts of the agenda. Needs for equipment, visual aids, literature, and refreshments are determined, and a person is assigned to handle each item.

Just-Before-the-Roundtable Planning

At the end of the monthly meeting, a quick recheck is conducted for the roundtable immediately upcoming. This recheck should focus on the following items.

- Is everyone prepared for his assignment?
- Are the demonstrations ready and rehearsed?
- Is every unit promoting participation in the roundtable?

The Roundtable Program

The following is a recommended roundtable program guide. It identifies the themes for which *Boys' Life* and *Scouting* magazines will provide program support to leaders and Scouts. The material covered in a roundtable is used by the troop in the following month. For example, the Fishing theme would be covered in the August roundtable for use by troops in September.

2010	
August	Fishing
September	Athletics
October	Science
November	Cooking
December	Wilderness Survival
2011	
January	Communications
February	Pioneering
March	Environment
April	Orienteering
May	Mechanics
June	Hiking
July	Shooting
August	Sports

Troops are encouraged to establish their own programs using *Troop Program Features* (Volumes I (No. 33110A), II (No. 33111), and III (No. 33112)) and *Troop Program Resources*, No. 33588. Therefore, they might not follow the suggested monthly program themes. You may decide to poll your units and adjust your annual program themes.

This *Boy Scout Roundtable Planning Guide* is designed to focus on serving new and weaker units, which need more direction and support. The above-named resource books are critical to your roundtable planning to support unit programming. Constantly use these materials and refer to them throughout the roundtables.

Boy Scout Monthly Program Themes

The roundtable themes below fall one month before they are used as the monthly program theme. The program themes will be supported by current issues of *Scouting* and *Boys' Life* magazines.

2010	
August	Aquatics
September	Fishing
October	Athletics
November	Science
December	Cooking
2011	
January	Wilderness Survival
February	Communications
March	Pioneering
April	Environment
May	Orienteering
June	Mechanics
July	Hiking
August	Shooting
September	Sports
October	Engineering
November	High Adventure
December	Tracking
2012	
January	Hobbies
February	Public Service
March	Cultural Diversity
April	Wildlife Management
May	Camping
June	Emergency Preparedness
July	Health Care
August	Boating/Canoeing
September	Safety
October	Nature
November	Business
December	First Aid
2013	
January	Winter Camping
February	Citizenship
March	Physical Fitness
April	Forestry
May	Leadership
June	Special Cooking
July	Backpacking
August	Aquatics

For use at _____ Roundtable
DATE

Boy Scout Roundtable Planning Work Sheet

Program Theme _____ Month _____

Activity	Description
Preopening—30 min. *Led by:* _____ *Start time:* _____	
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. *Led by:* _____ *Start time:* _____	
Welcome—1 min.	
Flag ceremony—2 min.	Open with a simple, quick ceremony suitable for a troop meeting.
Introductions—2 min.	Recognize first-time attendees.
Recognitions—2 min.	Present training awards, Quality Unit Awards, Scoutmaster Award of Merit, etc.
Program Features—44 min. *Led by:* _____ *Start time:* _____	
Introduction—1 min.	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.
Resources—3 min.	Show or list various resources that support the program features and identify the Scouting and community resources available.
Program features—40 min. Note: These resource features are divided into three levels based on the experience level of the Scout in the troop. • 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.	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. 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
Run all levels simultaneously and have four program resource items (10 minutes each) for each level.	
Games—5 min. *Led by:* _____ *Start time:* _____	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.
Special Feature—15 min. *Led by:* _____ *Start time:* _____ Training presentation or theme highlight	Highlight a program feature item. Use resources in your district to staff this presentation.
Song/Skit/Run-On—2 min. *Led by:* _____ *Start time:* _____	Provide material appropriate for troop use.
Special Information—10 min. *Led by:* _____ *Start time:* _____ Details (or highlights) for district, council, or national event(s) or program(s)	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.
Closing—7 min. *Led by:* _____ *Start time:* _____ Next meeting: (Date _____) Announcements—3 min. District executive's comments—2 min. Scoutmaster's Minute—1 min. Retire flag(s)—1 min.	Limit announcements to no more than three minutes and have handouts of any items that take a long time to explain. Include sample comments and a suggested Scoutmaster's Minute in the handouts. Use examples appropriate for troop meetings.
After the Meeting *Led by:* _____ *Start time:* _____ Cracker barrel Roundtable staff meeting Follow-up items	• Assignments for next month • Meeting evaluation • Special guest for next month

For use at _____ Roundtable
DATE

Boy Scout Roundtable Planning Work Sheet

Program Theme _____ Month _____

Activity	Description
Preopening—30 min. *Led by:* _____ *Start time:* _____ Exhibits Hands-on demonstrations Trading post Registration	
Opening—7 min. *Led by:* _____ *Start time:* _____ Welcome—1 min. Flag ceremony—2 min. Introductions—2 min. Recognitions—2 min.	
Program Features—44 min. *Led by:* _____ *Start time:* _____ 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. • 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. *Led by:* _____ *Start time:* _____	
Special Feature—15 min. *Led by:* _____ *Start time:* _____ Training presentation or theme highlight	
Song/Skit/Run-On—2 min. *Led by:* _____ *Start time:* _____	
Special Information—10 min. *Led by:* _____ *Start time:* _____ Details (or highlights) for district, council, or national event(s) or program(s)	
Closing—7 min. *Led by:* _____ *Start time:* _____ 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 *Led by:* _____ *Start time:* _____ Cracker barrel Roundtable staff meeting Follow-up items	

ROUNDTABLE FEATURES

Boy Scout Roundtable Planning Work Sheet

For Use at August Roundtable

Fishing

September

Activity	Description
Preopening—30 min.	
Led by: _____	
Start time: _____	
Exhibits	Fly tying demonstration
Hands-on demonstrations	Fly casting practice
Trading post	Venture patrol fishing display
Registration	*Note:* Depending on your location, include both freshwater and saltwater fishing.
Opening—7 min.	
Led by: _____	
Start time: _____	
Welcome—1 min.	
Flag ceremony—2 min.	Open with a simple, quick ceremony suitable for a troop meeting.
Introductions—2 min.	Recognize first-time attendees.
Recognitions—2 min.	Present training awards, Quality Unit Awards, Scoutmaster Award of Merit, etc.
Program Features—44 min.	
Led by: _____	
Start time: _____	
Introduction—1 min.	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.
Resources—3 min.	Identify appropriate resources: *Fishing* merit badge pamphlet, No. 35899 *Troop Program Features* (Volumes I (No. 33110), II (No. 33111), and III (No. 33112)) *Troop Program Resources,* No. 33588 "Safety Afloat," No. 34368

Activity	Description
Program features—40 min. Note: These resource features are divided into three levels based on the experience level of the Scout in the troop.	
• New-Scout Patrol	• Basic fishing techniques • Basic fishing knots for tying lures • Fishing merit badge requirements • How to clean and keep fresh fish
• Regular Scout Patrol	• Various poles, rods, and reels • Lures and types of bait • How to clean and keep fresh fish • Local fishing licenses, requirements, permits
• Venture Patrol	• River safety (review using *Fieldbook,* No. 33104) • Comparing topographical and lake maps • River rescues and first aid • Planning a 50-mile canoe/fishing trek
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.	
Games—5 min. *Led by:* _____ *Start time:* _____	The Tangle Knot Sloppy Camp Remote Clove-Hitch Tying Name That Fish
Special Feature—15 min. *Led by:* _____ *Start time:* _____	
Training presentation or Theme highlight	Review trip and tour permits with hints, tips, and anything unique to a water-related activity.
Song/Skit/Run-On—2 min. *Led by:* _____ *Start time:* _____	Provide material appropriate for troop use.
Special Information—10 min. *Led by:* _____ *Start time:* _____	
Details (or highlights) for district, council, or national event(s) or program(s)	Feature a Venture patrol or Varsity Scout–related feature. Identify local fishing resources, contacts, etc.

Activity	Description
Closing—7 min.	
Led by: _____	
Start time: _____	
Next meeting:	
(Date _____)	
Announcements—3 min.	Limit announcements to no more than three minutes and have handouts of any items that take a long time to explain.
District executive's comments—2 min.	Include sample comments and a suggested Scoutmaster's Minute in the handouts. Use examples appropriate for troop meetings.
Scoutmaster's Minute—1 min.	**Scoutmaster's Minute:** Conservation is a hot topic these days, but it's nothing new to Boy Scouts. Way back in 1911, when the first Scout handbook was published, the Scouts were advised: "It should be the invariable practice of anglers to return to the water all uninjured fish that are not needed for food or study. . . . No thoughtful boy who has the interests of the country at heart, and no lover of nature, will go fishing merely for the purpose of catching the longest possible string of fish. . . ." Please join me in repledging ourselves to conservation by repeating the Outdoor Code. *As an American, I will do my best to—* *Be clean in my outdoor manners.* *Be careful with fire.* *Be considerate in the outdoors.* *Be conservation-minded.*
Retire flag(s)—1 min.	
After the Meeting	
Led by: _____	
Start time: _____	
Cracker barrel Roundtable staff meeting Follow-up items	• Assignments for next month • Meeting evaluation • Special guest for next month

Boy Scout Roundtable Planning Work Sheet

For Use at September Roundtable

Athletics

October

Activity	Description
Preopening—30 min. *Led by:* _____ *Start time:* _____ Exhibits Hands-on demonstrations Trading post Registration	 Disc golf OldTimer softball game Tenderfoot physical fitness requirements
Opening—7 min. *Led by:* _____ *Start time:* _____ Welcome—1 min. Flag ceremony—2 min.	 The following can be used as a campfire ceremony. For the roundtable, you could use a candle instead of a campfire. ***A Fire-Lighting Invocation*** (You can change this parody to fit the name and location of the camp. If your master of campfire can memorize this, it will be quite an impressive ceremony, especially if accompanied by one of the trick methods of lighting the fire.) On the shore of old Lake _____, By the brightly shining water, Stand the tents of our campers. Dark behind them stands the forest, Stand the chestnut, oak, and hemlock; Stand the firs with cones upon them. Many things they learn and do here: How Wakonda, the Great Spirit, Cares for all his faithful children, Cares for all the forest people. Learn they of the stars in heaven, Of the birds that fly and nest here; Learn the language of all creatures, Call them friends whene'er we meet them. O Great Spirit, then, in heaven, Send us flame to light our campfire That we may for this be thankful;

Activity	Description
	O Great Spirit, this we ask thee, Send us flame to light our campfire That we may for this be thankful; O Great Spirit, this we ask thee, Send us fire and we shall praise thee! (Following this invocation, possibly given by a Scout, your unseen assistant pulls the string, and—if all goes well—the fire is magically lighted.) Present colors.
Introductions—2 min.	Recognize first-time attendees.
Recognitions—2 min.	Present training awards, Quality Unit Awards, Scoutmaster Award of Merit, etc.
Program Features—44 min. *Led by:* _____ *Start time:* _____	
Introduction—1 min.	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.
Resources—3 min.	Identify appropriate resources: *Athletics* merit badge pamphlet, No. 35860 *Sports* merit badge pamphlet, No. 35954 *Cycling* merit badge pamphlet, No. 35881 *Golf* merit badge pamphlet, No. 35905 *Personal Fitness* merit badge pamphlet, No. 35927 *Troop Program Features* (Volumes I (No. 33110), II (No. 33111), and III (No. 33112)) *Troop Program Resources,* No. 33588
Program features—40 min. Note: These resource features are divided into three levels based on the experience level of the Scout in the troop.	
• New-Scout Patrol	• All physical fitness requirements through First Class • Planning a troop bicycle outing • Sports merit badge requirements • Six team-building athletic games for a troop to use
• Regular Scout Patrol	• Design and setup of a troop obstacle course • Venture pamphlet on triathlons • Formatting a troop mini-Olympics for patrol competition • Merit badge requirements for Athletics
• Venture Patrol	• How a Varsity Scout team is set up and works • How a Venture patrol functions • The Venture program and its activities • Golf merit badge requirements and how to set up a troop golf outing

Activity	Description
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.	
Games—5 min. *Led by:* _____ *Start time:* _____	Everybody Up Izzy-Dizzy Relay Dodgeball Jump the Shot Crossing the Alligator Pit
Special Feature—15 min. *Led by:* _____ *Start time:* _____ Training presentation or Theme highlight	Present a speaker from the closest local high-adventure camp. Have a local college or high school coach speak on athletics. Have a COPE course instructor give a Project COPE overview.
Song/Skit/Run-On—2 min. *Led by:* _____ *Start time:* _____	Provide material appropriate for troop use.
Special Information—10 min. *Led by:* _____ *Start time:* _____ Details (or highlights) for district, council, or national event(s) or program(s)	Identify resources for discount athletic equipment. Review first aid for the most common sports injuries.
Closing—7 min. *Led by:* _____ *Start time:* _____ Next meeting: (Date _____)	
Announcements—3 min.	Limit announcements to no more than three minutes and have handouts of any items that take a long time to explain.
District executive's comments—2 min. Scoutmaster's Minute—1 min. Retire flag(s)—1 min.	Include sample comments and a suggested Scoutmaster's Minute in the handouts. Use examples appropriate for troop meetings.

Activity	Description
After the Meeting	
Led by: _____	
Start time: _____	
Cracker barrel Roundtable staff meeting Follow-up items	• Assignments for next month • Meeting evaluation • Special guest for next month

Boy Scout Roundtable Planning Work Sheet

For Use at October Roundtable

Science

November

Activity	Description
Preopening—30 min. *Led by:* _____ *Start time:* _____	
Exhibits	Weather station
Hands-on demonstrations	Geology display Archaeology display
Trading post	Science fair projects
Registration	
Opening—7 min. *Led by:* _____ *Start time:* _____	
Welcome—1 min.	
Flag ceremony—2 min.	Perform the "Patrol Leader Investiture" ceremony (2 minutes). *Personnel:* Scout leader, troop in horseshoe formation. *Equipment:* A patrol leader's patch. (If it is customary to give a certificate to a patrol leader upon appointment, this should also be ready.) SCOUT LEADER: "The Scouts of the _____ Patrol have asked that _____ be appointed patrol leader of their patrol for a period of _____. The patrol leaders' council and I have agreed; _____ has accepted this responsibility." (The leader then calls forward the current patrol leader and his successor. He says a few words about the duties of a patrol leader, the loyalty expected of all members of the patrol, and patrol spirit, and asks the outgoing patrol leader to install his successor.) OUTGOING PATROL LEADER: "Do you undertake to do your best, to put your patrol before yourself, and at all times during the period of your appointment to be a patrol leader worth following?" NEW PATROL LEADER: "I do." OUTGOING PATROL LEADER: "Patrol Leader _____, I congratulate you and present you with the emblem of your office." (He transfers the patch. The Scout leader can then present the certificate and offer a few words of good wishes and encouragement.) (The ceremony can conclude with the troop yell.)

Activity	Description
Introductions—2 min.	Recognize first-time attendees.
Recognitions—2 min.	Present training awards, Quality Unit Awards, Scoutmaster Award of Merit, etc.
Program Features—44 min. *Led by:* _____ *Start time:* _____	
Introduction—1 min.	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.
Resources—3 min.	Identify appropriate resources: *Boy Scout Handbook,* No. 34554 *Fieldbook,* No. 33104 All applicable merit badge pamphlets *Troop Program Features* (Volumes I (No. 33110), II (No. 33111), and III (No. 33112)) *Troop Program Resources,* No. 33588
Program features—40 min. Note: These resource features are divided into three levels based on the experience level of the Scout in the troop.	
• New-Scout Patrol	• Identifying common native plants • Identifying common local rocks and earth formations • Insect Study merit badge requirements • Plant Science merit badge requirements
• Regular Scout Patrol	• Predicting local weather patterns year-round • Identifying local geology features • Identifying common native animals • Electricity and Chemistry merit badge requirements
• Venture Patrol	• Introduction to local Varsity Teams or Venturing Crews in the science fields • Setting up a simple weather station to use on campouts • Setting up a solar reflector to use on campouts • Identifying common local animal signs and tracks
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.	
Games—5 min. *Led by:* _____ *Start time:* _____	Inchworm Human Ladder Sloppy Camp Four-Way Tug-of-War

Activity	Description
Special Feature—15 min. *Led by:* _____ *Start time:* _____	
Training presentation or theme highlight	Review first aid for the most common plant- or animal-induced injuries in your area (poison ivy, poison oak, spider bites, snake bites, etc.).
Song/Skit/Run-On—2 min. *Led by:* _____ *Start time:* _____	Provide material appropriate for troop use.
Special Information—10 min. *Led by:* _____ *Start time:* _____	
Details (or highlights) for district, council, or national event(s) or program(s)	Have a talk by a meteorologist, geologist, astronomer, biologist, or botanist.
Closing—7 min. *Led by:* _____ *Start time:* _____	
Next meeting: (Date _____)	
Announcements—3 min.	Limit announcements to no more than three minutes and have handouts of any items that take a long time to explain.
District executive's comments—2 min.	Include sample comments and a suggested Scoutmaster's Minute in the handouts. Use examples appropriate for troop meetings.
Scoutmaster's Minute—1 min.	**Scoutmaster's Minute:** "When you are lonely, I wish you love. When you're down, I wish you joy. When you're troubled, I wish you peace. When things are complicated, I wish you simple beauty. When things are chaotic, I wish you inner silence. When things seem empty, I wish you hope."
Retire flag(s)—1 min.	
After the Meeting *Led by:* _____ *Start time:* _____	
Cracker barrel Roundtable staff meeting Follow-up items	• Assignments for next month • Meeting evaluation • Special guest for next month

Boy Scout Roundtable Planning Work Sheet

For Use at November Roundtable

Cooking

December

Activity	Description
Preopening—30 min. *Led by:* _____ *Start time:* _____	
Exhibits	Dutch oven cooking display
Hands-on demonstrations	Dehydration demonstration Demonstration of cooking without utensils
Trading post	
Registration	
Opening—7 min. *Led by:* _____ *Start time:* _____	
Welcome—1 min.	
Flag ceremony—2 min.	Gather into a semicircle with the American flag in the center. ***The Flag*** This is our flag. It stands for courage, purity, and justice. It is a symbol of the United States of America and for the freedoms found here. We are all proud of our flag and the ideals it stands for. I know that people honor and salute the flag because of the things it stands for, not for being just a banner of brightly colored cloth. When people honor their flag, they are honoring and showing respect for the country they love. Our flag has traveled far, not only on this planet, but beyond, to the moon. When Americans say they love their country, they mean not only the land, but also the freedom that thrives throughout the land. Today it is our responsibility to teach our young people to continue this love and respect for our country. So let the flag be our continuing reminder of the role we must play in the land of the free and the home of the brave. Please join me in the Pledge of Allegiance.
Introductions—2 min.	Recognize first-time attendees.
Recognitions—2 min.	Present training awards, Quality Unit Awards, Scoutmaster Award of Merit, etc.

Activity	Description
Program Features—44 min. *Led by:* _____ *Start time:* _____	
Introduction—1 min.	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.
Resources—3 min.	Identify appropriate resources: *Fieldbook,* No. 33104 *Cooking* merit badge pamphlet, No. 35879 *Troop Program Features* (Volumes I (No. 33110), II (No. 33111), and III (No. 33112)) *Troop Program Resources,* No. 33588
Program features—40 min. Note: These resource features are divided into three levels based on the experience level of the Scout in the troop.	
• New-Scout Patrol	• Cooking merit badge requirements • Menu planning and patrol food shopping • Cooking techniques and camp sanitation • Safe food storage and protection from animals
• Regular Scout Patrol	• Dutch oven cooking • Making a reflector oven • How to make and package trail food • Cooking with camp stoves
• Venture Patrol	• Cooking without utensils • Identifying and preparing edible wild plants • Food planning and budgeting for a troop 50-Miler • Leave No Trace food cleanup
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.	
Games—5 min. *Led by:* _____ *Start time:* _____	Tug-of-War Fuzz-Stick Relay British Bulldog Swat 'Em

Activity	Description
Special Feature—15 min. *Led by:* _____ *Start time:* _____	
Training presentation or theme highlight	Demonstrate gourmet Dutch oven cooking and recipes. Review the best ways and best foods to dehydrate.
Song/Skit/Run-On—2 min. *Led by:* _____ *Start time:* _____	Provide material appropriate for troop use.
Special Information—10 min. *Led by:* _____ *Start time:* _____	
Details (or highlights) for district, council, or national event(s) or program(s)	Share your favorite ways to take, make, pack, and preserve food for camping and backpacking outings.
Closing—7 min. *Led by:* _____ *Start time:* _____	
Next meeting: (Date _____)	
Announcements—3 min.	Limit announcements to no more than three minutes and have handouts of any items that take a long time to explain.
District executive's comments—2 min.	Include sample comments and a suggested Scoutmaster's Minute in the handouts. Use examples appropriate for troop meetings.
Scoutmaster's Minute—1 min.	
Retire flag(s)—1 min.	
After the Meeting *Led by:* _____ *Start time:* _____	
Cracker barrel Roundtable staff meeting Follow-up items	• Assignments for next month • Meeting evaluation • Special guest for next month

Boy Scout Roundtable Planning Work Sheet

For Use at December Roundtable

Wilderness Survival

January

Activity	Description
Preopening—30 min.	
Led by: _____	
Start time: _____	
Exhibits	Survival shelter
Hands-on demonstrations	Edible wild plants display
Trading post	Survival kits
Registration	Direction-finding without a compass
Opening—7 min.	
Led by: _____	
Start time: _____	
Welcome—1 min.	
Flag ceremony—2 min.	Participants salute a troop flag and repeat after the senior patrol leader (a roundtable staffer) the troop's special pledge, along these lines: "As a member of Troop 1, I pledge that I shall always strive to be a good member of my patrol, to take part in all troop activities, to advance in Scoutcraft, and to act as a Scout at all times." Present colors.
Introductions—2 min.	Recognize first-time attendees.
Recognitions—2 min.	Present training awards, Quality Unit Awards, Scoutmaster Award of Merit, etc.
Program Features—44 min.	
Led by: _____	
Start time: _____	
Introduction—1 min.	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.

Activity	Description
Resources—3 min.	Identify appropriate resources: *Wilderness Survival* merit badge pamphlet, No. 35966 *Camping* merit badge pamphlet, No. 35866 *Backpacking* merit badge pamphlet, No. 35863 *Boy Scout Handbook,* No. 34554 *Fieldbook,* No. 33104 *Troop Program Features* (Volumes I (No. 33110), II (No. 33111), and III (No. 33112)) *Troop Program Resources,* No. 33588
Program features—40 min. Note: These resource features are divided into three levels based on the experience level of the Scout in the troop.	
• New-Scout Patrol	• Simple trail first aid • Procedures to use when lost in the woods • The what and why of "The Outdoor Essentials" from the *Boy Scout Handbook* hiking chapter • Requirements for Camping, Backpacking, and Wilderness Survival merit badges
• Regular Scout Patrol	• Planning and executing a survival hike • Water treatment and fire starting without matches • Survival situation priorities and signaling techniques • Designing and building survival shelters
• Venture Patrol	• Survival kit in a film canister • First aid survival situation priorities (from *Fieldbook,* No. 33104) • Winter and desert survival techniques • Survival activity from *Varsity Team Program Features, Volume I, II,* or *III*
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.	
Games—5 min. *Led by:* _____ *Start time:* _____	Shipwreck Moonball Inchworm Frantic Object

Activity	Description
Special Feature—15 min. *Led by:* _____ *Start time:* _____	
Training presentation or theme highlight	Have a speaker from a Varsity team or a Venturing crew talk about search-and-rescue techniques.
Song/Skit/Run-On—2 min. *Led by:* _____ *Start time:* _____	Provide material appropriate for troop use.
Special Information—10 min. *Led by:* _____ *Start time:* _____	
Details (or highlights) for district, council, or national event(s) or program(s)	Review the 10 most common life-threatening mistakes made in the wilderness. Discuss the 10 most important things to do in the wilderness to keep you and your Scouts safe.
Closing—7 min. *Led by:* _____ *Start time:* _____	
Next meeting: (Date _____)	
Announcements—3 min.	Limit announcements to no more than three minutes and have handouts of any items that take a long time to explain.
District executive's comments—2 min.	Include sample comments and a suggested Scoutmaster's Minute in the handouts. Use examples appropriate for troop meetings.
Scoutmaster's Minute—1 min.	Form a brotherhood circle, arms around each other's shoulders. The song leader leads the troop in singing "Scout Vesper" or a similar good-night song. When the song ends, participants leave in silence.
Retire flag(s)—1 min.	
After the Meeting *Led by:* _____ *Start time:* _____	
Cracker barrel Roundtable staff meeting Follow-up items	• Assignments for next month • Meeting evaluation • Special guest for next month

Boy Scout Roundtable Planning Work Sheet

For Use at January Roundtable

Communications

February

Activity	Description
Preopening—30 min.	
Led by: _____	
Start time: _____	
Exhibits	How radio and television work
Hands-on demonstrations	Morse code
Trading post	Signaling demonstration
Registration	
Opening—7 min.	
Led by: _____	
Start time: _____	
Welcome—1 min.	
Flag ceremony—2 min.	The following ceremony can be used at a campfire. For the roundtable, you can use a candle instead of a campfire. ***A Recognition Ceremony*** This simple ceremony welcomes new campers to their first council fire and gives them the feeling of belonging to the group. The master of campfire says: "Now we recognize and welcome a new group of campers. Some of you might remember the council fire when you got a similar welcome. As I call your names, let each new camper come forward and place a small stick on the fire (or light a candle), showing that you are now a member of our council fire brotherhood. Then you will face the group and raise your right arm in greeting." As each camper raises his arm in greeting, the group calls out, "How!" Each new camper then returns to his seat in the circle. Present colors.
Introductions—2 min.	Recognize first-time attendees.
Recognitions—2 min.	Present training awards, Quality Unit Awards, Scoutmaster Award of Merit, etc.

Activity	Description
Program Features—44 min. *Led by:* _____ *Start time:* _____	
Introduction—1 min.	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.
Resources—3 min.	Identify appropriate resources: *Boy Scout Handbook,* No. 34554 *Scoutmaster Handbook,* No. 33009 All applicable merit badge pamphlets *Troop Program Features* (Volumes I (No. 33110), II (No. 33111), and III (No. 33112)) *Troop Program Resources,* No. 33588
Program features—40 min. Note: These resource features are divided into three levels based on the experience level of the Scout in the troop.	
• New-Scout Patrol	• Silent signals and their use • Requirements for Communications and Computer merit badges • How to set up and use troop/patrol phone trees
• Regular Scout Patrol	• Semaphore signaling • Radio merit badge requirements and resources • Public Speaking merit badge requirements • Use of Campfire Program Planner to put on campfire and inform adults and youth about program
• Venture Patrol	• How to make a PR video for your troop • How to develop, format, and/or improve a troop newsletter • How to plan, develop, and format a troop guidebook and a guidebook for new members • How to plan and run an annual troop planning outing
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.	
Games—5 min. *Led by:* _____ *Start time:* _____	Human Obstacle Race Blindfold Compass Walk British Bulldog Hot Isotope Transport

Activity	Description
Special Feature—15 min. *Led by:* _____ *Start time:* _____ Training presentation or theme highlight	Discuss working with various community organizations, federal agencies, etc., to get through Eagle service project red tape.
Song/Skit/Run-On—2 min. *Led by:* _____ *Start time:* _____	Provide material appropriate for troop use.
Special Information—10 min. *Led by:* _____ *Start time:* _____ Details (or highlights) for district, council, or national event(s) or program(s)	Identify resources for whom to contact in your area for various hiking permits, requirements, fees, and land-use permissions. Discuss how to use your local radio and television stations and newspapers to feature or publicize district or troop events and Eagle Scout recognitions. Include names and addresses of contacts.
Closing—7 min. *Led by:* _____ *Start time:* _____ Next meeting: (Date _____) Announcements—3 min. District executive's comments—2 min. Scoutmaster's Minute—1 min. Retire flag(s)—1 min.	Limit announcements to no more than three minutes and have handouts of any items that take a long time to explain. Include sample comments and a suggested Scoutmaster's Minute in the handouts. Use examples appropriate for troop meetings.
After the Meeting *Led by:* _____ *Start time:* _____ Cracker barrel Roundtable staff meeting Follow-up items	• Assignments for next month • Meeting evaluation • Special guest for next month

Boy Scout Roundtable Planning Work Sheet

For Use at February Roundtable

Pioneering

March

Activity	Description
Preopening—30 min.	
Led by: _____	
Start time: _____	
Exhibits	Simple pioneering projects
Hands-on demonstrations	Knot boards
Trading post	Rope making
Registration	Project COPE display
Opening—7 min.	
Led by: _____	
Start time: _____	
Welcome—1 min.	
Flag ceremony—2 min.	Open with a simple, quick ceremony suitable for a troop meeting.
Introductions—2 min.	Recognize first-time attendees.
Recognitions—2 min.	Present training awards, Quality Unit Awards, Scoutmaster Award of Merit, etc.
Program Features—44 min.	
Led by: _____	
Start time: _____	
Introduction—1 min.	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.
Resources—3 min.	Identify appropriate resources: *Knots and How to Tie Them,* No. 33170 *Pioneering* merit badge pamphlet, No. 35931 *Clifford Ashley's Book of Knots* *Troop Program Features* (Volumes I (No. 33110), II (No. 33111), and III (No. 33112)) *Troop Program Resources,* No. 33588
Program features—40 min.	

Activity	Description
Note: These resource features are divided into three levels based on the experience level of the Scout in the troop.	
• New-Scout Patrol	• Tying clove hitch, bowline, and square knots • Basic lashings • Best ways to teach knot-tying • Making simple camp gadgets using Scout staves
• Regular Scout Patrol	• Square and sheer lashings, and planning three projects for this month's outing • Planning and inventorying everything needed for the pioneering projects on this month's outing • Building bridges, towers, and rafts • Setting up three low COPE elements for campout
• Venture Patrol	• Frontiersman Venturing activity • Ropes and knots needed for climbing and rappelling • Making permanent and portable camp gadgets • Learning maritime and sailing knots
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.	
Games—5 min. *Led by:* _____ *Start time:* _____	Reactor Transporter Roman Chariot Race Bow-Saw Relay Silver Dollar Hunt
Special Feature—15 min. *Led by:* _____ *Start time:* _____	
Training presentation or Theme highlight	Have a Venturing or Sea Scouting unit show how they use knots. Have a Project COPE director speak on COPE courses.
Song/Skit/Run-On—2 min. *Led by:* _____ *Start time:* _____	Provide material appropriate for troop use.

Activity	Description
Special Information—10 min.	
Led by: _____	
Start time: _____	
Details (or highlights) for district, council, or national event(s) or program(s)	Have an expert in caving or mountain climbing demonstrate knots used in the sport, including when and how to use them.
Closing—7 min.	
Led by: _____	
Start time: _____	
Next meeting:	
(Date _____)	
Announcements—3 min.	Limit announcements to no more than three minutes and have handouts of any items that take a long time to explain.
District executive's comments—2 min.	Include sample comments and a suggested Scoutmaster's Minute in the handouts. Use examples appropriate for troop meetings.
Scoutmaster's Minute—1 min.	
Retire flag(s)—1 min.	
After the Meeting	
Led by: _____	
Start time: _____	
Cracker barrel Roundtable staff meeting Follow-up items	• Assignments for next month • Meeting evaluation • Special guest for next month

Boy Scout Roundtable Planning Work Sheet

For Use at March Roundtable

Environment

April

Activity	Description
Preopening—30 min.	
Led by: _____	
Start time: _____	
Exhibits	Conservation display
Hands-on demonstrations	Kim's Game
Trading post	Animal track identification
Registration	
Opening—7 min.	
Led by: _____	
Start time: _____	
Welcome—1 min.	
Flag ceremony—2 min.	Open with a simple, quick ceremony suitable for a troop meeting.
Introductions—2 min.	Recognize first-time attendees.
Recognitions—2 min.	Present training awards, Quality Unit Awards, Scoutmaster Award of Merit, etc.
Program Features—44 min.	
Led by: _____	
Start time: _____	
Introduction—1 min.	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.
Resources—3 min.	Identify appropriate resources: Leave No Trace materials All applicable merit badge pamphlets *Fieldbook,* No. 33104 *Troop Program Features* (Volumes I (No. 33110), II (No. 33111), and III (No. 33112)) *Troop Program Resources,* No. 33588

Activity	Description
Program features—40 min. Note: These resource features are divided into three levels based on the experience level of the Scout in the troop.	
• New-Scout Patrol	• Identifying local mammals • Identifying local plants • Plans for setting up a weather station • Low-impact camping
• Regular Scout Patrol	• Planning a community environmental project • Identifying local animal signs and tracks • Soil and Water Conservation merit badge requirements • Fish and Wildlife Management merit badge requirements
• Venture Patrol	• Planning this month's campout to be fully "no trace" • Planning conservation project for this month's outing • How to recognize and deal with severe weather on an outing • How to develop nature trails
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.	
Games—5 min. *Led by:* _____ *Start time:* _____	Leaf Matching Game What Do I Smell? Granny's Footsteps Nature Memory Hunt
Special Feature—15 min. *Led by:* _____ *Start time:* _____	
Training presentation or Theme highlight	Present a display with explanations and requirements for the William T. Hornaday Award and World Conservation Award.
Song/Skit/Run-On—2 min. *Led by:* _____ *Start time:* _____	Provide material appropriate for troop use.

Activity	Description
Special Information—10 min.	
Led by: _____	
Start time: _____	
Details (or highlights) for district, council, or national event(s) or program(s)	Present materials and information on the Leave No Trace Awareness Award.
Closing—7 min.	
Led by: _____	
Start time: _____	
Next meeting:	
(Date _____)	
Announcements—3 min.	Limit announcements to no more than three minutes and have handouts of any items that take a long time to explain.
District executive's comments—2 min.	Include sample comments and a suggested Scoutmaster's Minute in the handouts. Use examples appropriate for troop meetings.
Scoutmaster's Minute—1 min.	
Retire flag(s)—1 min.	
After the Meeting	
Led by: _____	
Start time: _____	
Cracker barrel Roundtable staff meeting Follow-up items	• Assignments for next month • Meeting evaluation • Special guest for next month

Boy Scout Roundtable Planning Work Sheet

For Use at April Roundtable

Orienteering

May

Activity	Description
Preopening—30 min. *Led by:* _____ *Start time:* _____	
Exhibits	Map and compass course
Hands-on demonstrations	Compass instruction Practice measuring height and distance
Trading post	
Registration	
Opening—7 min. *Led by:* _____ *Start time:* _____	
Welcome—1 min.	
Flag ceremony—2 min.	Open with a simple, quick ceremony suitable for a troop meeting. ***The Four Square Induction Ceremony*** Form the troop into a square; one Scout in each corner holds a scroll. On one scroll is inscribed the three promises of the Scout Oath. Four points of the Scout Law are inscribed on each of the other scrolls. The candidate is escorted to each corner, where the scroll is unrolled and its keeper explains the meaning of his part. At the conclusion of this instruction, the candidate is invited to express his understanding of what he has heard and to pledge himself by reciting the Scout Oath. After this, the boy is introduced to all members and shakes hands with each.
Introductions—2 min.	Recognize first-time attendees.
Recognitions—2 min.	Present training awards, Quality Unit Awards, Scoutmaster Award of Merit, etc.
Program Features—44 min. *Led by:* _____ *Start time:* _____	
Introduction—1 min.	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.

Activity	Description
Resources—3 min.	Identify appropriate resources: *Boy Scout Handbook,* No. 34554 *Fieldbook,* No. 33104 All applicable merit badge pamphlets *Troop Program Features* (Volumes I (No. 33110), II (No. 33111), and III (No. 33112)) *Troop Program Resources,* No. 33588
Program features—40 min. Note: These resource features are divided into three levels based on the experience level of the Scout in the troop.	
• New-Scout Patrol	• Basic compass and map-reading skills • How to find directions without a compass • Practice in reading map signs • Measuring height, width, and distance
• Regular Scout Patrol	• Planning a bicycle orienteering course • Orienteering merit badge requirements • How to set up a 2,000-meter orienteering course with five controls • How to plan and set up a map and compass course for new Scouts
• Venture Patrol	• Surveying merit badge requirements • From *Troop Program Resources,* oversee the game "Gathering Your Bearings" • Varsity Scout Program Features Orienteering Program • Plotting a 3,500-meter orienteering course with seven controls
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.	
Games—5 min. *Led by:* _____ *Start time:* _____	Blindfold Compass Walk Map Symbol Relay Direction-Finding Relay Knot-Tying Relay
Special Feature—15 min. *Led by:* _____ *Start time:* _____	
Training presentation or theme highlight	Have a speaker from an orienteering Venturing unit. Have a speaker from a local orienteering club explain local competitions.

Activity	Description
Song/Skit/Run-On—2 min.	
Led by: _____	Provide material appropriate for troop use.
Start time: _____	
Special Information—10 min.	
Led by: _____	
Start time: _____	
Details (or highlights) for district, council, or national event(s) or program(s)	Describe how to become part of a Venturing search-and-rescue unit. Provide information on global positioning system (GPS) resources.
Closing—7 min.	
Led by: _____	
Start time: _____	
Next meeting:	
(Date _____)	
Announcements—3 min.	Limit announcements to no more than three minutes and have handouts of any items that take a long time to explain.
District executive's comments—2 min.	Include sample comments and a suggested Scoutmaster's Minute in the handouts. Use examples appropriate for troop meetings.
Scoutmaster's Minute—1 min.	Close the meeting with the group singing "Taps" (lyrics are in the *Boy Scout Songbook*), unaccompanied or led by a muffled bugle, with the lights dimmed. (Or use two bugles, one giving the call, the other the echo.) Each Scouter slowly raises his outstretched hands in front of him during the first two lines (to ". . . from the sky . . .") and then lowers them again during the rest of the song.
Retire flag(s)—1 min.	
After the Meeting	
Led by: _____	
Start time: _____	
Cracker barrel Roundtable staff meeting Follow-up items	• Assignments for next month • Meeting evaluation • Special guest for next month

Boy Scout Roundtable Planning Work Sheet

For Use at May Roundtable

Mechanics

June

Activity	Description
Preopening—30 min.	
Led by: _____	
Start time: _____	
Exhibits	Pioneering projects
Hands-on demonstrations	Lawn mower setup
Trading post	Flagpole raising
Registration	
Opening—7 min.	
Led by: _____	
Start time: _____	
Welcome—1 min.	
Flag ceremony—2 min.	Open with a simple, quick ceremony suitable for a troop meeting.
Introductions—2 min.	Recognize first-time attendees.
Recognitions—2 min.	Present training awards, Quality Unit Awards, Scoutmaster Award of Merit, etc.
Program Features—44 min.	
Led by: _____	
Start time: _____	
Introduction—1 min.	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.
Resources—3 min.	Identify appropriate resources: *Automotive Maintenance* merit badge pamphlet, No. 35861 *Engineering* merit badge pamphlet, No. 35890 *Farm Mechanics* merit badge pamphlet, No. 35894 *Pioneering* merit badge pamphlet, No. 35931 *Troop Program Features* (Volumes I (No. 33110), II (No. 33111), and III (No. 33112)) *Troop Program Resources,* No. 33588

Activity	Description
Program features—40 min. Note: These resource features are divided into three levels based on the experience level of the Scout in the troop.	
• New-Scout Patrol	• Pioneering merit badge requirements • Designing and lashing a ballista • Designing and lashing a camp gate that will open and close • Designing and lashing a trebuchet
• Regular Scout Patrol	• Auto Mechanics merit badge requirements • How a small engine works • Rebuilding a lawn mower engine • Farm Mechanics merit badge requirements
• Venture Patrol	• Engineering merit badge requirements • Mechanics Varsity Scout activity • Taking apart and rebuilding a bicycle • *Varsity Scout Program Features* activity
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.	
Games—5 min. *Led by:* _____ *Start time:* _____	Hot Isotope Transport Roman Chariot Race Reactor Transporter Flagpole Raising
Special Feature—15 min. *Led by:* _____ *Start time:* _____ Training presentation or theme highlight	Have a speaker from a local construction company speak about the mechanics of his or her specialty; i.e., bridges, elevators, building construction.
Song/Skit/Run-On—2 min. *Led by:* _____ *Start time:* _____	Provide material appropriate for troop use.

Activity	Description
Special Information—10 min. *Led by:* _____ *Start time:* _____	
Details (or highlights) for district, council, or national event(s) or program(s)	Have a speaker from a local engineering college or school speak on engineering open houses and fairs in the area.
Closing—7 min. *Led by:* _____ *Start time:* _____	
Next meeting: (Date _____)	
Announcements—3 min.	Limit announcements to no more than three minutes and have handouts of any items that take a long time to explain.
District executive's comments—2 min.	Include sample comments and a suggested Scoutmaster's Minute in the handouts. Use examples appropriate for troop meetings.
Scoutmaster's Minute—1 min.	***Self-Reliance*** Here is what Scouting's founder, Lord Baden-Powell, had to say about self-reliance: "A boy does not really get the full value of Scout training until he is a First Class Scout. The tests for First Class Scouts were laid down with the idea that a boy who proved himself equipped to that extent might reasonably be considered as grounded in the qualities which go to make a good citizen. As the boy becomes conscious of no longer being a Tenderfoot but of being a responsible and trusted individual with power to do things, he becomes self-reliant. Hope and ambition begin to dawn for him. He could not but feel himself a more capable fellow than before, and therefore, he should have that confidence in himself which will give him the hope and pluck in time of stress in the struggle of life, which will encourage him to stick it out until he achieves success."
Retire flag(s)—1 min.	
After the Meeting *Led by:* _____ *Start time:* _____	
Cracker barrel Roundtable staff meeting Follow-up items	• Assignments for next month • Meeting evaluation • Special guest for next month

Boy Scout Roundtable Planning Work Sheet

For Use at June Roundtable

Hiking

July

Activity	Description
Preopening—30 min.	
Led by: _____	
Start time: _____	
Exhibits	Local trails information
Hands-on demonstrations	How to determine the length of your pace
Trading post	Reading a topographic map
Registration	
Opening—7 min.	
Led by: _____	
Start time: _____	
Welcome—1 min.	
Flag ceremony—2 min.	Open with a simple, quick ceremony suitable for a troop meeting.
Introductions—2 min.	Recognize first-time attendees.
Recognitions—2 min.	Present training awards, Quality Unit Awards, Scoutmaster Award of Merit, etc.
Program Features—44 min.	
Led by: _____	
Start time: _____	
Introduction—1 min.	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.
Resources—3 min.	Identify appropriate resources: *Fieldbook,* No. 33104 All applicable merit badge pamphlets *Troop Program Features* (Volumes I (No. 33110), II (No. 33111), and III (No. 33112)) *Troop Program Resources,* No. 33588

Activity	Description
Program features—40 min. Note: These resource features are divided into three levels based on the experience level of the Scout in the troop.	
• New-Scout Patrol	• Leave No Trace principles • Compass reading and how to set a pace • Topographic map reading and taking bearings • What to do if lost in the woods
• Regular Scout Patrol	• Hiking gear and footwear selection • Leave No Trace principles • Troop prehike inspection and shakedown • Topographic map study for a specific 50-mile hike
• Venture Patrol	• How to lay out orienteering course at specific hike destination • Venture backpacking activity • Planning a bike or conservation hike for the whole troop • Choosing hiking and camping gear (troop demonstration)
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.	
Games—5 min. *Led by:* _____ *Start time:* _____	Hot Isotope Transport Roman Chariot Race Ball Over Relay Human Obstacle Race
Special Feature—15 min. *Led by:* _____ *Start time:* _____	
Training presentation or Theme highlight	Hear from a speaker who has hiked the Appalachian Trail or the Pacific Crest Trail. Review hiking resources in the form of books, videos, maps, and CDs.
Song/Skit/Run-On—2 min. *Led by:* _____ *Start time:* _____	Provide material appropriate for troop use.

Activity	Description
Special Information—10 min.	
Led by: _____	
Start time: _____	
Details (or highlights) for district, council, or national event(s) or program(s)	Solicit months ahead for everyone's best hiking hints and secrets to share. A good alternate resource is *Backpacker* magazine.
Closing—7 min.	
Led by: _____	
Start time: _____	
Next meeting:	
(Date _____)	
Announcements—3 min.	Limit announcements to no more than three minutes and have handouts of any items that take a long time to explain.
District executive's comments—2 min.	Include sample comments and a suggested Scoutmaster's Minute in the handouts. Use examples appropriate for troop meetings.
Scoutmaster's Minute—1 min.	Light a single candle at the front of the room and lower the lights. Recite: "This candle represents a single young man. If we add more candles, the light gets brighter. The same goes for our troops. The more young men we have, the brighter the future of Scouting and our country."
Retire flag(s)—1 min.	
After the Meeting	
Led by: _____	
Start time: _____	
Cracker barrel Roundtable staff meeting Follow-up items	• Assignments for next month • Meeting evaluation • Special guest for next month

Boy Scout Roundtable Planning Work Sheet

For Use at July Roundtable

Shooting

August

Activity	Description
Preopening—30 min. *Led by:* _____ *Start time:* _____	
Exhibits Hands-on demonstrations Trading post Registration	Display of muzzleloaders Display of bows Display (or photo display) of rifles and shotguns *Note:* Ensure that firearms are unloaded and provide security so they can't be taken from the room. It is recommended that a certified firearms instructor be in charge of displays and demonstrations.
Opening—7 min. *Led by:* _____ *Start time:* _____	
Welcome—1 min.	
Flag ceremony—2 min.	Open with a simple, quick ceremony suitable for a troop meeting. ***Success*** Sometimes we forget that we set an example for our Scouts in everything we do. To remind us of the importance of example, let's hear from Baden-Powell, Scouting's founder. He wrote: "Success in training the boy largely depends upon the Scoutmaster's own personal example. It is easy to become the hero as well as the elder brother of the boy. We are apt, as we grow up, to forget what a store of hero worship is in the boy. "The Scoutmaster who is a hero to his boys holds a powerful lever to their development, but at the same time brings a great responsibility on himself. They are quick enough to see the smallest characteristic about him, whether it be a virtue or a vice. His mannerisms become theirs, the amount of courtesy he shows, his irritations, his sunny happiness, or his impatient glower, his willing self-discipline or his occasional moral lapses—all are not only noticed, but adopted by his followers. "Therefore, to get them to carry out the Scout Law and all that underlies it, the Scoutmaster himself should scrupulously carry out its professions in every detail of his life. With scarcely a word of instruction his boys will follow him." Present colors.

Activity	Description
Introductions—2 min.	Recognize first-time attendees.
Recognitions—2 min.	Present training awards, Quality Unit Awards, Scoutmaster Award of Merit, etc.
Program Features—44 min. *Led by:* _____ *Start time:* _____	
Introduction—1 min.	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.
Resources—3 min.	Identify appropriate resources: *Archery* merit badge pamphlet, No. 35856 *Rifle Shooting* merit badge pamphlet, No. 35942 *Shotgun Shooting* merit badge pamphlet, No. 35948 Law enforcement agencies National Rifle Association Local gun clubs Local archery clubs *Troop Program Features* (Volumes I (No. 33110), II (No. 33111), and III (No. 33112)) *Troop Program Resources,* No. 33588
Program features—40 min. Note: These resource features are divided into three levels based on the experience level of the Scout in the troop.	
• New-Scout Patrol	• Archery merit badge requirements • Requirements to set up a Boy Scouts of America archery range • Safety issues for bow and arrow • Archery equipment (various examples)
• Regular Scout Patrol	• Rifle Shooting merit badge requirements • Safety issues for firearms • Resources and requirements for a Boy Scouts of America shooting program • Local, state, and federal issues in owning a firearm
• Venture Patrol	• Shotgun Shooting merit badge requirements • How to load and fire a muzzleloader • Shooting Sports Venturing activity • Firearm safety issues

Activity	Description
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.	
Games—5 min. *Led by:* _____ *Start time:* _____	The Tangle Knot All Aboard Crab-Crawl Relay Moonball
Special Feature—15 min. *Led by:* _____ *Start time:* _____ Training presentation or Theme highlight	Have a speaker from a Civil War, mountain man, or other historical reenactment group talk about and show firearms of the time. Have a speaker from a law enforcement agency tell about the use of firearms in his or her job.
Song/Skit/Run-On—2 min. *Led by:* _____ *Start time:* _____	Provide material appropriate for troop use.
Special Information—10 min. *Led by:* _____ *Start time:* _____ Details (or highlights) for district, council, or national event(s) or program(s)	Have a Scouting, gun club, or National Rifle Association representative speak on upcoming events that are open to youth.

Activity	Description
Closing—7 min.	
Led by: _____	
Start time: _____	
Next meeting:	
(Date _____)	
Announcements—3 min.	Limit announcements to no more than three minutes and have handouts of any items that take a long time to explain.
District executive's comments—2 min.	Include sample comments and a suggested Scoutmaster's Minute in the handouts. Use examples appropriate for troop meetings.
Scoutmaster's Minute—1 min.	***Persistence*** Here is a little tale about the value of persistence. One day a man whose daily walk led him down a certain dingy street saw a tiny boy with a grimy face and badly developed limbs playing with a banana skin in the gutter. The man nodded to him. The boy shrank away in terror. The next day, the man nodded again. The boy had decided there was nothing to be afraid of and spat at the man. The next day, the little fellow only stared. The day after, he shouted, "Hi!" as the man went on. In time, the little fellow smiled back at the greeting, which he now began to expect. Finally, the triumph was complete when the boy was waiting at the corner and seized the man's fingers in his dirty little fist. It was a dismal street, but it became one of the very brightest spots in all that man's life. Doesn't that say something about the brotherhood of man—and of Scouting?
Retire flag(s)—1 min.	
After the Meeting	
Led by: _____	
Start time: _____	
Cracker barrel Roundtable staff meeting Follow-up items	• Assignments for next month • Meeting evaluation • Special guest for next month

Boy Scout Roundtable Planning Work Sheet

For Use at August Roundtable

Sports

September

Activity	Description
Preopening—30 min.	
Led by: _____	
Start time: _____	
Exhibits	In-line skating hockey game
Hands-on demonstrations	Mountain bike obstacle course
Trading post	Hackey-sack skills practice
Registration	
Opening—7 min.	
Led by: _____	
Start time: _____	
Welcome—1 min.	
Flag ceremony—2 min.	Open with a simple, quick ceremony suitable for a troop meeting.
Introductions—2 min.	Recognize first-time attendees.
Recognitions—2 min.	Present training awards, Quality Unit Awards, Scoutmaster Award of Merit, etc.
Program Features—44 min.	
Led by: _____	
Start time: _____	
Introduction—1 min.	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.
Resources—3 min.	Identify appropriate resources: *Sports* merit badge pamphlet, No. 35954 Other sports-related merit badge pamphlets Venturing sports books Varsity sports books *Troop Program Features* (Volumes I (No. 33110), II (No. 33111), and III (No. 33112)) *Troop Program Resources,* No. 33588

Activity	Description
Program features—40 min. Note: These resource features are divided into three levels based on the experience level of the Scout in the troop.	
• New-Scout Patrol	• All physical fitness requirements through First Class rank • A plan and timetable to complete the above requirements • Local swimming resources • Planning a simple bike hike
• Regular Scout Patrol	• Requirements for Sports and Skating merit badges • Setting up a bicycle competition and bicycle obstacle course • Points of good sportsmanship and how to be a team player • Guidelines for setting up a good interpatrol and intertroop competition
• Venture Patrol	• Requirements for Snow Sports and Waterskiing merit badges • Coaching and training techniques for working with younger Scouts • Treatments of common sports injuries • How to teach good sportsmanship to younger Scouts and teach them to be team players
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.	
Games—5 min. *Led by:* _____ *Start time:* _____	Catch Ten Izzy-Dizzy Relay Old Plug Corner Ball
Special Feature—15 min. *Led by:* _____ *Start time:* _____ Training presentation or Theme highlight	Have a local athletic coach or fitness instructor speak on his or her specialty or sport.
Song/Skit/Run-On—2 min. *Led by:* _____ *Start time:* _____	Provide material appropriate for troop use.

Activity	Description
Special Information—10 min. *Led by:* _____ *Start time:* _____	
Details (or highlights) for district, council, or national event(s) or program(s)	Review local sports resources. • Facilities—what and where • Cost • Instruction available • Resources for used sports equipment
Closing—7 min. *Led by:* _____ *Start time:* _____	
Next meeting: (Date _____)	
Announcements—3 min.	Limit announcements to no more than three minutes and have handouts of any items that take a long time to explain.
District executive's comments—2 min.	Include sample comments and a suggested Scoutmaster's Minute in the handouts. Use examples appropriate for troop meetings.
Scoutmaster's Minute—1 min.	***Physical Fitness*** Around the turn of the century, Lord Baden-Powell and Ernest Thompson Seton, two of the fathers of the Boy Scouts of America, were bemoaning the poor physical fitness of youth. Things haven't changed much. Recent surveys of Scout-age boys have shown that the majority are not physically fit—although I hope that most Boy Scouts are not among this majority. But it is part of our responsibility as Scout leaders to be sure that our boys get plenty of physical activity through games and the pursuit of sports. We also have the challenge of introducing Scouts to sports interests that last a lifetime, such as hiking, bicycling, golf, and tennis. Let us renew our commitment to our Scouts' physical fitness by joining in reciting the Scout Oath.
Retire flag(s)—1 min.	
After the Meeting *Led by:* _____ *Start time:* _____	
Cracker barrel Roundtable staff meeting Follow-up items	• Assignments for next month • Meeting evaluation • Special guest for next month

Notes