

**Greater Alabama Council  
Vulcan District  
Eagle Boards of Review**



A Guide to the Eagle Scout Service Project Workbook  
And General Comments on the Eagle Review Process

Please note: At the end of this book is a Checklist listing those items that are required with each submittal. Please review before submitting your Workbook.

**Congratulations!** You are a Life Scout and only one rank away from Scouting's highest rank - Eagle Scout. You have accomplished a great deal in Scouts to get to this point and you should be proud of what you have done. The biggest advancement challenge, however, awaits you on the path to Eagle. Are you up to the test? Will you make the commitment of time, work and service that is required to become an Eagle? I hope so because if you do, you will forever be an Eagle Scout. If you don't, you will likely regret it for the rest of your life.

**EAGLE REQUIREMENTS**

There are 7 requirements for the Eagle rank, each of which is important. They are listed and discussed below:

1. *Be active in your troop, team, crew or ship for at least 6 months after you have achieved the rank of Life Scout.*

This requirement mandates that a Scout must be a Life Scout for at least 6 months before he can become an Eagle. It also requires that the Scout be active in the Troop/Team/or Crew during this time. You should discuss with your Scoutmaster well in advance how your Troop defines "active" so that your activity level with your Troop is deemed acceptable.

2. *Demonstrate that you live by the principles of the Scout Oath and Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.*

This requirement calls for Scout Spirit. As you know by now, Scout Spirit involves many things, such as good behavior, wearing the Class A uniform at the appropriate times, helping your fellow Scouts when they need your assistance, and participation - attending meetings, going on campouts, etc. Now that you are a Life Scout, you are one of the more accomplished Scouts in your Troop. You are one of the boy leaders of

the Troop. As a result, the younger Scouts watch you to see how you do things, how you conduct yourself. Because of your relative age and experience, you are in a position to influence the younger Scouts. Thus, it is much more important for you, a Life Scout, to demonstrate Scout Spirit than it is for a Tenderfoot Scout. Again, you are encouraged to discuss with your Scoutmaster the Scout Spirit you have exhibited to date, and to make sure you have a clear understanding of what your Scoutmaster and Troop consider and expect of you for Eagle-level Scout Spirit.

3. *Earn a total of 21 merit badges (10 more than you already have), including the following: (a) First Aid, (b) Citizenship in the Community, (c) Citizenship in the Nation, (d) Citizenship in the World, (e) Communications, (f) Personal Fitness, (g) Emergency Preparedness OR Lifesaving, (h) Environmental Science OR Sustainability, (i) Personal Management, (j) Swimming OR Hiking OR Cycling, (k) Camping, (l) Family Life, and (m) Cooking.*

By this point in your Scouting career, you understand the merit badge system fairly well. Remember that three of the required merit badges - Personal Management, Personal Fitness and Family Life - each require 90 days of continuous activity of which you must keep a written record. Similarly, Cooking will take a fair amount of time to complete as well. Don't leave these to the end.

4. *While a Life Scout, serve actively for a period of 6 months in one or more of the following positions of responsibility: patrol leader, assistant senior patrol leader, senior patrol leader, Venture patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor; Webmaster and Leave No Trace trainer.*

Service in any of these positions while you are a Star Scout does not count, your service must come while you are a Life Scout. Additionally, it is not enough to simply hold the position, you must "serve actively" in the position. As with previous comments, you should consult with your Scoutmaster to make sure you understand your Troop's definition and expectations of an Eagle scout for "active service" in your position of responsibility.

5. *While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.*

You can access an electronic version of the Workbook, which can be revised by you on the computer (this is a "fillable" pdf file) on the Vulcan District website - <http://www.vulcandistrict.com/life-to-eagle/>, or at the BSA website - [http://www.scouting.org/filestore/pdf/512-927\\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-927_fillable.pdf).

The majority of this Guide will focus on this requirement. Please read it fully and carefully. Many of the questions you may have can be answered by reviewing this Guide.

6. *Take part in a Scoutmaster conference.*

This will be with the Scoutmaster and will be held after you have completed items #1 through #5 above. Additionally, prior to the Scoutmaster conference, you will need to do three tasks –

- a. Complete the Eagle Scout Rank Application (this preprinted form is updated periodically, make absolutely sure you are using the most current version - the latest version can be found at the Vulcan District website). Make sure the Application is fully completed and all dates are filled in, pay special attention to marking the appropriate Eagle required merit badges in Requirement 3 where there is a choice, and that you have full contact information for all your references in Requirement 2.
- b. Request three letters of recommendation from the references you list in your Eagle Scout Rank Application (the recommendation form can be found on the Vulcan District website). For the letters of recommendation, ask your references to return their reference letters to you in a sealed envelope. It is best to give your references a general deadline for when you need the letters back from them. Otherwise, your references may not understand that you are working under a deadline to be scheduled for your final Eagle Board of Review. Your references can come from teachers, coaches, ministers, employers, etc..., but should not come from your Troop or your family.
- c. Prepare your Statement of Ambition. Your Statement of Ambition (*Requirement 7 in the Eagle Scout Rank Application*) should discuss your ambitions and life purpose, a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service. You may also want to include a brief discussion of what your Scouting experience has meant to you.

#### *7. Successfully complete an Eagle Scout Board of Review.*

You will then submit to the Scout Office your completed Eagle Scout Service Project Workbook binder (original and two stapled/clipped copies), your Eagle Scout Application, your letters of recommendation and your Statement of Ambition. If you successfully complete the Final Eagle Board of Review, you will be, as of that moment, an Eagle Scout! More information about this process can be found below.

### **EAGLE BOARD OF REVIEW APPROVAL PROCESS**

The Process: The Eagle Rank advancement process includes two steps for the Eagle Boards of Review. The first is the preliminary project proposal approval (“Project Board”), and the second is final approval (“Final Board”), which also includes an examination of your accomplishments in Scouting, a review of references, and a determination that you have complied with the other requirements for rank advancement. It is important to remember that you cannot start any work on your Project (other than planning the Project) until you have received approval from the Vulcan District Eagle Boards of Review – this includes fundraising.

Requirements v. Recommendations: Our purpose with this guide is not to alter the requirements contained in the Workbook or in the BSA Advancement Guidelines, but to outline an approach to the Eagle Project approval process that will facilitate a determination by the Board or Review that you have met the requirements. If you believe that this Guide conflicts with the provisions contained in the Workbook or the

Advancement Guidelines, please bring this to the attention of the Vulcan District Eagle Board of Review Chairman.

The Workbook: The Eagle Scout Service Project Workbook is divided into five Sections as follows:

- Section 1: Introductory and Explanatory Section (pages 1 – 6)
- Section 2: Project Proposal (required at Project Board) (Proposal Pages A – E)
- Section 3: Final Plan (highly recommended at Project Board) (Final Plan Pages A – E)
- Section 4: Fundraising Application (probably not required - see discussion below)
- Section 5: Project Report (required at Final Board) (Project Report Pages A – C)

If you read this memo carefully, you will see that a number of portions of Sections 2 and 3 can be omitted, and you can use cross-references to simplify your Workbook. Remember at each stage to submit the Original Binder and two copies of the Workbook to the Eagle Board of Review (submissions must be delivered to the Scout Office at Liberty Park), with one copy in a three-ring binder and two stapled/clipped copies placed in the binder's inside pockets. Make sure your Name and Troop Number are clearly visible on the outside of your binder. You should also make a third copy of everything you are submitting so you can review your Project before the Project Board, and as a backup in case something is lost from the original submission.

The Workbook is designed to be completed electronically and saved on a computer or electronic storage device. The Workbook is also designed to expand as needed if you need more room in certain sections.

We will discuss each Section of the Workbook in turn.

#### Section 1: Introductory and Explanatory Section.

This is an important section to read as it provides helpful information and guidance to assist you in your process of completing the Workbook and carrying out your Project.

Also, make sure your Name and Troop Number are Entered on Page 1.

#### Section 2: The Project Proposal.

Proposal Page A provides more useful information on creating your Project Proposal and Plan. It also has information related to working with your Project Beneficiary. The last two page of the Workbook is an information sheet called, "Navigating the Eagle Scout Service Project – Information for the Project Beneficiary. You need to give a copy of these two pages to the representative from the Project Beneficiary you are working with to create and plan your Project, as the representative will need to attest to this when he/she signs off on your Project Proposal.

For purposes of the Contact Information contained on Proposal Page B, please note the following:

Eagle Scout Candidate: The BSA PID No. is your BSA membership number and is indicated on your membership card. If you do not

have it, you can obtain the number from your Scoutmaster or advancement chair.

Council Service Center: Greater Alabama Council  
516 Liberty Parkway  
Birmingham, Alabama 35242  
Phone: 205-970-0251  
Email: achampio@bsamail.org

Council or District Project Approval Representative Kendall Holman, Chairman  
Vulcan District Eagle Board of Review  
2800 Pump House Road  
Birmingham, AL 35243  
205-914-4976  
kendallholman@bellsouth.net

Project Coach: Your Troop's Eagle Advisor, or if you do not have an Eagle Advisor, your Scoutmaster. Your project coach can also be an adult leader in the troop approved by your Scoutmaster. Determine who your coach will be prior to your Project Board.

This Section (Proposal Pages C through E of the Workbook) provides a general description of your Project and should be completed as indicated (but see additional guidance in Section 3 below). Your signature along with three separate approval signatures are required on Proposal Page E before the Proposal can be submitted for the Project Board: your Scoutmaster, your Committee Chairman or designated representative, and your Project Beneficiary. The person signing as beneficiary should be the same person whose name appears as "Project Beneficiary Representative" on Proposal Page B.

One of the items called for in the Project Report Section (Section 5 below) is a report of the number of hours spent working on the project by you and all other persons. As you begin planning your project, you should maintain time logs to track these hours, one for you and one for everyone else. The time logs should track the date the work was completed, the person who did the work, the time, and a brief description of the work. For example, if you meet with the Project Beneficiary for 90 minutes to discuss the project, your log should include the 90 minutes you spent meeting with the Beneficiary, the time you spent preparing for the meeting, and the time you spent traveling to and from the meeting. The other log should include the 90 minutes the Beneficiary spent meeting with you and the time spent by the person driving you to and from the meeting, if applicable. These should be kept from the very beginning of your work on the Project and should be included in your Project Board and Final Board submissions.

### Section 3. The Final Plan.

According to the new policy, the Project Board is not to require that you submit a detailed plan for review as part of the approval process, but submission of a detailed plan in the form laid out in the Final Plan Section of the Workbook is highly recommended. The Project Board must determine that the requisite "planning" has occurred with respect to the Project, and our preference is to determine that at the Project Board rather than to wait until the Final Board. We believe that this is in the

your best interest as well as it requires you to develop a good understanding of your Project.

Sections 2 and 3 of the Workbook are duplicative in a number of places, with Section 3 requiring more details in each instance than Section 2. Accordingly, if you opt to present Section 3 at the Project Board, you can omit the following portions of Section 2.

- Materials
- Supplies
- Tools
- Other Needs
- Permits and Permissions
- Preliminary Cost Estimate
- Project Phases
- Logistics
- Safety Issues
- Final Planning

In each case, the Scout should enter “See Final Plan” in each of these sections rather than completing the Section 2 information. Other Section 2 information should be completed as indicated. Also, if you complete Section 3 prior to the Project Board, you can enter “Not Applicable” in the following portions of Section 3:

- Project Description and Benefit--Changes from the Proposal
- Comments from your Project Coach about your Final Plan

The other parts of the Final Plan can be completed as indicated. The approach to the Workbook outlined above is summarized in the *Short Guide to the Eagle Workbook* at the end of this document.

### The Project Board of Review

After you have prepared The Project Proposal Section and, if you choose, the Final Plan Section, you will submit the Project for the Eagle Board of Review. Your Original Project Workbook in a three-ring binder (and two stapled/clipped copies) needs to be submitted to the Scout Office in Liberty Park in accordance with the deadlines set forth in the *Timing* Section below. Once the Workbook is submitted and reviewed by the Council office, individual times for each Board of Review will be scheduled. The schedule is sent to the candidate and to the Scoutmasters and Advancement Chairs by e-mail. Scouts should arrive at the Board location at least 20 minutes before the appointed time and should check in with the Eagle Board Chairman. Scouts should present themselves in full Class A uniform (socks, pants, belt, and shirt), with merit badge sash (all badges attached). Each Scout is required to be accompanied by a Troop representative. This is typically the Scoutmaster or the Eagle Advisor but can be another adult Scout leader. The representative cannot be a family member or relative.

The Board of Review will likely last about 30 minutes. The Board will ask you about your Project to make sure it has been sufficiently planned, that it is not a routine maintenance job, that it is for an appropriate benefitting organization, and that it will show your ability to lead a group of your peers. The Board will also ask you to recite the Scout Oath and Law.

The volunteers who will conduct your Project Board are from all over the Vulcan District and have very diverse skills and expertise. They have also reviewed many Projects before yours, and they understand what can make a Project successful or not. It is therefore important that you pay attention to any suggestions about your Project they may share. It is strongly suggested you write down any suggestions so you do not

forget them, so make sure you bring a pen and paper to the Project Board (Be Prepared!).

#### Section 4: Fundraising Application

Immediately after the Final Plan section is a Fundraising Application (Fundraising Application Page A) to be completed in certain cases. You do not have to submit the form if contributions are being solicited from only the following: the beneficiary (including members of the beneficiary, such as the members of a church or non-profit), the candidate, his relatives, his unit or its chartered organization or from parents or members in his unit. In addition, family and school friends (people that you know personally) may be solicited without completing the form. Based on this interpretation, most Scouts will not need to submit this form.

Specific approval is required where a broad-based solicitation in the community is being undertaken. Such a broad-based solicitation would exist where large numbers of donors are solicited through the mails or electronically. If you have doubts about whether the form is required, go ahead and complete it and include it in the documents submitted for preliminary approval. The Vulcan District Eagle Boards of Review Chair has been authorized to approve the form on behalf of the Council.

#### *A Few Notes on Fundraising:*

Your Eagle Projects may not essentially be a fundraiser. In other words, you may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, supplies, etc., and otherwise facilitating the Project.

Fundraising is not a required aspect of the Eagle Project under the BSA guidelines, however, it can be an important leadership building experience. Therefore, it is recommended, but not required, that you attempt to raise some funds for your Project even if your Project Beneficiary is planning to cover the costs of your Project. Additionally, it is important to note to any of your donors and your Project Beneficiary that all donated funds will be used for your Project and any excess funds will be donated to the Project Beneficiary. If for any reason your Project Beneficiary cannot accept the excess funds, they should designate a suitable charity where you can donate those funds on their behalf.

Should your Project plan include any fundraising, it is important to cover the fundraising plan in your Eagle Workbook and any example fundraising communications to potential donors should be included in your Eagle Project Binder. This will assist the Vulcan District Eagle Boards of Review in determining whether the Fundraising Application needs to be completed for your Project.

The Fundraising Application Page B contains some additional useful information about fundraising for your Project should you have any additional questions.

## Section 5: Eagle Scout Service Project Report.

This is the final report and is to be submitted at the time of your Final Board. If you submitted your Final Plan (Section 3) at the Project Board, this is the only part of the Eagle Workbook that you will need to complete for your Final Board. If you did not submit your Final Plan at the Project Board, it would be good to submit Section 3 with your final approval papers as evidence that you have engaged in the requisite planning that is part of every successful Eagle Service Project. For final approval, the final report is only one of several items needed for the BOR. The remaining items are listed below under the topic of “Materials Submitted for Final Approval”. It is always a good idea to include many pictures of the work being conducted on the Project by you and your volunteers and the completed Project itself.

Once everything is submitted for the Final Board, the Eagle Application will be reviewed by the Council office, individual times for each Board of Review are then established. The schedule will be sent to you and your Troop’s Scoutmaster and Advancement Chair by e-mail. The Final Board of Review will be similar to your Project Board: it will likely last 30 minutes; the Board will have you recite the Scout Oath and Law, they will ask you about your Project, and they will ask you about your time in Scouting. Scouts should be at the Board location at least 20 minutes before the appointed time and should check in with the Eagle Board Chairman. Scouts should present themselves in full Class A uniform (socks, pants, belt, and shirt), with merit badge sash (all badges attached). Each Scout is required to be accompanied by a Troop representative. This is typically the Scoutmaster or the Eagle Advisor but can be another adult Scout leader. The representative cannot be a family member or relative.

### **GENERAL COMMENTS ABOUT THE REVIEW PROCESS**

#### Timing

Vulcan District Boards of Review are conducted on the second Thursday of each month. The deadline for submittal of materials is the close of business on the final Thursday of each month (however, if a Holiday impacts the submission deadline, the deadline will be extended to the following Monday). If you have any questions about the submission schedule, the calendar is available on the Vulcan District Website. All materials are to be submitted to Angie Champion, the Council’s Eagle Coordinator, at the Council office in Liberty Park.

#### Materials to be Submitted for Project Board

For the Project Board, the Scout should submit the Original Workbook Binder and two copies placed inside the binder (with the four required signatures on Proposal Page E – you will receive the District Approval after you pass your Project Board). Make sure your Name and Troop Number are clearly visible on the outside of your binder. You should also make a third copy of everything you are submitting for your review and in case something is misplaced.

#### Materials to be Submitted for the Final Board



For the Final Board, the Scout should submit the completed Eagle Workbook with evidence of project completion and all required signatures plus: (1) completed *Eagle Scout Rank Application* (Form No. 512-728) (the “Eagle Application”); (2) three letters of recommendation (see below); (3) a personal Statement Of Ambition (see Requirement 7 in the *Eagle Scout Rank Application*); and (4) your time logs for you and your volunteers.

A fillable copy of the Eagle Scout Rank Application is available here: [http://www.scouting.org/filestore/pdf/512-728\\_web.pdf](http://www.scouting.org/filestore/pdf/512-728_web.pdf) or at the Vulcan District website.

The statement of ambition and the original *Eagle Application* should be placed in the front inside pocket of the binder. Scouts should be particularly sensitive to the need to obtain all the appropriate signatures in both the Eagle Workbook and on the *Eagle Application* prior to submission. Remember, that once again you need to hand in the Original Binder and two copies (include all documents in the two copies except the letters of recommendation). Consult the Checklist (last page of this Guide) to be sure you have included everything. You should also keep a copy of everything for your own records for review and to replace any lost items.

#### Special Procedures for Letters of Recommendation

The Vulcan District Board of Review requires three letters of recommendation from individuals (other than parents) selected from those listed in Requirement 2 of the *Eagle Scout Rank Application*. These recommendations should be submitted on the *Eagle Scout Letter of Recommendation* form, available on the Vulcan District website. To clarify the instructions appearing on this form: we recommend that the letters be submitted at the same time as the other Final Board papers and documents (last Thursday of the month). Those writing letters should not show the letter to the Scout, but should place them in a sealed envelope addressed to the Vulcan District Eagle Board of Review, but actually delivered to the Scout and to be placed in the three-ring binder (the pocket in the front is well-suited for that).

#### Late Items

If a required item is not available by the last Thursday deadline, please do not submit it to the Scout Office but bring it to the Board of Review by 6:30 so that it can be reviewed by the panel members in connection with the other materials. Also, please do NOT have letters of recommendation mailed to the Scout Office, as they do not have a way to make it into your Eagle Workbook by the time of the Board of Review.

#### Age Deadlines

All Eagle requirements, except the Final BOR, must be completed by the candidate’s 18<sup>th</sup> birthday. This is possibly the single most inflexible policy of the Boy Scouts of America. The Final Board of Review may be scheduled up to three months later. *If a submission is made for a Final Board between three and six months after a Scout turns 18, the Greater Alabama Council must approve it, and if submitted after six months from the Scout’s 18<sup>th</sup> birthday, the National Advancement Team must be petitioned.* This is a deadline over which we have no control.

## Special Needs

The Vulcan District Eagle Board of Review follows the BSA National Guidelines for considering Candidates with special needs or disabilities. This information is available from the Council Office. You may also find detailed information in the BSA Publication, *Guide to Advancement 2011*, which is available here: <http://scouting.org/filestore/pdf/33088.pdf>.

## The Role of the Board

The principal purpose of the undersigned and the other members of the Vulcan District Advancement Committee is to handle the administrative task of bringing together the panel members and the Scouts in a forum where serious consideration can be given to Eagle projects and Eagle rank advancement. The focus of the Eagle Board of Review process should be on the candidate, his project, his Scouting career, and his qualifications for advancement to most cherished rank in Scouting. We appreciate your cooperation in following the procedural requirements outlined above so that the Board and the Scout may focus on the important substance of these discussions.

Lastly, please be mindful that the members of the Eagle Board of Review panels are Scout volunteers, the same sort of volunteers who serve as Scoutmasters, and Advancement Chairs, and Committee Members, and Scouting leaders, and who have been there to encourage you as you have progressed through the ranks of Scouting. Our greatest pleasure in Scouting is in seeing our Scouts advance to the rank of Eagle. Our discussions during the Eagle panels are aimed at seeing you make it to this final step, and our questions and criticisms are aimed not at putting you on the spot but at identifying weaknesses and issues with your project that may make it difficult to complete or which may present unexpected issues. Please remember that we are on your side. We look forward to welcoming you to Scouting's highest rank.



Yours in Scouting,

Kendall Holman, Chairman  
Vulcan District  
Eagle Boards of Review

Don Russell, Chairman  
Vulcan District Advancement

## Short Guide to the Eagle Workbook Vulcan District, Greater Alabama Council

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Following is a summary of the recommendations of the Vulcan District Eagle Board of Review regarding the Eagle Workbooks.

Section of Eagle Workbook	Recommended Action
Section 2. <u>Project Proposal</u> (Proposal Pages A-E)	<p>Complete <u>only</u> the following items:</p> <ul style="list-style-type: none"> <li>• Contact Information</li> <li>• Project Description and Benefit</li> <li>• Giving Leadership</li> <li>• Signatures on Proposal Page E</li> </ul> <p>All other items in the Project Proposal Section may be left blank but should include the following reference: “<i>See Final Plan.</i>”</p>
Section 3. <u>Final Plan</u> (Final Plan Pages A-E)	<p>To be submitted at time of Project Board, not Final Board. Complete <u>all</u> items as indicated <u>except</u> for the following, which may be left blank but should state “<i>Not Applicable</i>”:</p> <ul style="list-style-type: none"> <li>• Comments from your Proposal Review (<i>Should be completed after your Project Review</i>)</li> <li>• Project Description and Benefit - Changes from the Proposal</li> </ul>
Section 4. <u>Fundraising Application</u> (Fundraising Application Pages A-B)	<p>This will normally be left blank. See the <i>Vulcan District Guide to the Eagle Scout Service Project Workbook</i>.</p>
Section 5. <u>Project Report</u> (Project Report Pages A-C)	<p>To be submitted at time of <u>Final</u> Eagle Board of Review, after project has been completed. Complete all items as indicated</p>

## **EAGLE CANDIDATE CHECKLIST**

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### **FOR PROJECT APPROVAL**

- Eagle Project Workbook (one copy in loose-leaf binder and two stapled copies – keep a 3<sup>rd</sup> copy for yourself)
- Have I completed both the Proposal Section and Final Plan Section (if following recommended procedures)?
- Are all required signatures obtained (Proposal Page E)?
- Is Name and Troop Number on outside of binder?
- Have I checked the date of the Board of Review to be sure I can attend (Dates of the Board and the Submission Deadlines can be found here - <http://www.vulcandistrict.com/life-to-eagle/>)?

### **FOR FINAL EAGLE APPROVAL**

- Completed Eagle Project Workbook (one copy in loose-leaf binder and two stapled copies, plus a copy for yourself – include all materials in your copies except letters of recommendation)
- Are all required signatures obtained (Project Report Page C)?
- Time Logs for you and your volunteers
- Completed Eagle Application, with all signatures and information completed
- Three Letters of Recommendation (In Sealed Envelopes)
- Statement of Ambition
- Have I checked the date of the Board of Review to be sure I can attend?

All of these items are explained in greater detail in the *Vulcan District Guide to the Eagle Scout Service Project Workbook*