

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: Memorial Day Lei Prep

LOCATION: Sato's Room

DATE: 09/02/22 TIME: N/A to N/A

CHAIRPERSON Claire Kildahl ADVISOR: Sato

CONTACT INFO: PHONE NUMBER PHONE NUMBER PROJECT ATTIRE: N/A

NOTES:

K-Family		Kiwanis Sponsor Event		Division Project		Major Emphasis		Interclub	
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CHAIRPERSON(S)' CHECKLIST: (CHAIRS RECEIVE 1 HOUR IF THESE RESPONSIBILITIES ARE MET)

- _____ Make sure that a sufficient/required number of members are signed up for the project, the day before the project.
- _____ *If more than twenty members are required to sign up for the project, use another sheet; BE ORGANIZED.
- _____ Pick up the PRF from the clipboard in Mrs. Sato's Room (Q-201)
- _____ Contact EVERY member signed-up and the ADVISOR by 8:30pm the day before the project; remind when, where, what to bring and wear; **ask for REPLY**.
- _____ Sign-in and sign-out each attendee, at the project.
- _____ Complete the rest of the PRF: total the hours for each member (to the nearest 0.25 hour), complete checklist at bottom & provide an evaluation of the project. CHECK YOUR MATH!!
- _____ Submit the PRF to the website, NO LATER THAN 1 WEEK after the project.
- _____ Be prepared to report about the project, at the following General Membership meeting.

#	MEMBER'S NAME	GR.	CONTACT #	TEXT?	E-MAIL	SIGN-IN	SIGN-OUT	HRS.
1	Abigail Jensen	11						6
2	Claire Kildahl	12						0.25
3	Lina Miyazaki	11						1
4	Anna Ginzel	9						1
5	Kyle Janer	10						0.25
6	Kaylee Brower	11						1
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

FUNDS	PROJECT	HOURS	SCRAPBOOK		
Raised:	Who was the project done with?	Total Members:	Pictures?		
N/A		5	Yes	X	No

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<i>Spent:</i>		<i>Total Hours:</i>	<i>Flyers, Brochures, etc?</i>		
N/A	N/A	8.5	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

PROJECT EVALUATION: What preparation was involved? What was done at the project? Was the project successful? Should we do the project again? Please feel free to add any other information. Please write on the back of this paper! ☺

To prepare for this project, we obtained ribbon in order to make the ribbon leis. At the project, members started the ribbon leis which would be used at the service project at RTC. I think that this project was successful because we were able to start many leis in preparation for RTC. We should do this project again because the ribbon leis can be given on many different occasions in order to show love and support for our community!