

# KEY CLUB

## REGION 18 | DIVISION 22M

### PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

**PROJECT NAME:** BIAN Plant Sale Day 1

**LOCATION:** Edith Kanakaole Tennis Stadium

**DATE:** Friday, Feb. 28th 2025 **TIME:** 4:30 **to** 9:00

**CHAIRPERSON** Daylilah Oshiro and Jenna Ishigo **ADVISOR:** Sato

**CONTACT INFO:** PHONE NUMBER PHONE NUMBER **PROJECT ATTIRE:** Grey KC Shirt

**NOTES:**

|                 |  |                              |  |                         |  |                       |  |                  |  |
|-----------------|--|------------------------------|--|-------------------------|--|-----------------------|--|------------------|--|
| <b>K-Family</b> |  | <b>Kiwanis Sponsor Event</b> |  | <b>Division Project</b> |  | <b>Major Emphasis</b> |  | <b>Interclub</b> |  |
|-----------------|--|------------------------------|--|-------------------------|--|-----------------------|--|------------------|--|

#### 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  | Jenna Ishigo       | 10  |           |       |        | 4:30    | 9:00     | 4.5  |
| 2  | Daylilah Oshiro    | 10  |           |       |        | 4:30    | 9:00     | 4.5  |
| 3  | Caleigh Cook       | 10  |           |       |        | 4:30    | 9:00     | 4.5  |
| 4  | Annika Nishida     | 10  |           |       |        | 4:30    | 9:00     | 4.5  |
| 5  | Saddie Carriaga    | 10  |           |       |        | 4:30    | 9:00     | 4.5  |
| 6  | Mari Hata          | 9   |           |       |        | 4:30    | 9:00     | 4.5  |
| 7  | Jordyn Kawachi     | 9   |           |       |        | 4:30    | 9:00     | 4.5  |
| 8  | Hailey Makaokalani | 9   |           |       |        | 4:30    | 9:00     | 4.5  |
| 9  | Forest Drake       | 9   |           |       |        | 4:30    | 9:00     | 4.5  |
| 10 | Rynan Rodriguez    | 9   |           |       |        | 4:30    | 9:00     | 4.5  |
| 11 | Tiara Jackson      | 9   |           |       |        | 4:30    | 9:00     | 4.5  |
| 12 | Tiffany Wong       | 12  |           |       |        | 4:30    | 9:00     | 4.5  |
| 13 |                    |     |           |       |        |         |          |      |
| 14 |                    |     |           |       |        |         |          |      |
| 15 |                    |     |           |       |        |         |          |      |
| 16 |                    |     |           |       |        |         |          |      |
| 17 |                    |     |           |       |        |         |          |      |
| 18 |                    |     |           |       |        |         |          |      |
| 19 |                    |     |           |       |        |         |          |      |
| 20 |                    |     |           |       |        |         |          |      |

| <u>FUNDS</u>   | <u>PROJECT</u>                        | <u>HOURS</u>          | <u>SCRAPBOOK</u> |     |    |
|----------------|---------------------------------------|-----------------------|------------------|-----|----|
| <b>Raised:</b> | <b>Who was the project done with?</b> | <b>Total Members:</b> | <b>Pictures?</b> |     |    |
|                |                                       | 12                    |                  | Yes | No |

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

| <i>Spent:</i> | BIAN | <i>Total Hours:</i> | <i>Flyers, Brochures, etc?</i> |     |  |    |
|---------------|------|---------------------|--------------------------------|-----|--|----|
|               |      | 54                  |                                | Yes |  | 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! ☺

Members had split up into two groups, one helping with the cash registers by tallying the items and prices, while the others managed the holding section and helped bring customers plants to their cars! This project was very fun as many members enjoyed the rush at the cash register and holding area!