

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: Kiwanis DCON Origami Flowers

LOCATION: N/A

DATE: Month of January TIME: N/A to N/A

CHAIRPERSON Tiffany Wong 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	Tiffany Wong	11						8.5
2	Abigail Jensen	12						16
3	Lina Miyazaki	12						0.5
4	Celina Chen	11						4
5	Priscilla Mow	11						4
6								
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?		
X		5	Yes	X	No

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Spent:	East Hawaii Kiwanis	Total Hours:	Flyers, Brochures, etc?		
X		33		Yes	X 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! ☺

For this project, our club is in-charge of making centerpieces for the upcoming Kiwanis District Convention in August. Our club had to decide on the types of flowers we would make, what colors, and order the origami paper before making the flowers. Members first had to learn how to make the correct folds, and then could take some paper home to make more flowers. Although this was our first month making the origami flowers, we already finished over a third of them! We will be continuing this project until we completely finish the centerpieces in the next few months.