

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: Color a Smile

LOCATION: At Home

DATE: December 2021 TIME: \_\_\_\_\_ to \_\_\_\_\_

CHAIRPERSON Kennedy Moniz and Abigail Jensen ADVISOR: \_\_\_\_\_

CONTACT INFO: \_\_\_\_\_ PROJECT ATTIRE: \_\_\_\_\_

PHONE NUMBER      PHONE NUMBER

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	Maya Kaneshiro	10						5
2	Eline Garcia Vos	12						2
3								
4								
5								
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?		
N/A		2	Yes	X	No

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<b>Spent:</b>		<b>Total Hours:</b>	<b>Flyers, Brochures, etc?</b>		
N/A	N/A	7	<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! ☺

For this project members were asked to visit the site [colorasmile.org](http://colorasmile.org) and print, color, and mail out joyful drawings to be given to people around the world in need of a smile. This month the project was not successful. Even though the project was not successful participation wise, I believe we should continue doing it. This project is simple, so it is likely that many members will have the time to participate. Along with being simple, the project is enjoyable, and has a positive impact on lives around the world.