

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: Operation Gratitude

LOCATION: _____

DATE: September 1-30 2023 TIME: _____ to _____

CHAIRPERSON Marli Mason and Fiona Broward ADVISOR: Mrs. Sato

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	Charity Ju	9						1
2	Awdisy Victorino	10						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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Spent:		Total Hours:	Flyers, Brochures, etc?		
N/A	N/A	3	☐	☒ 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! ☺

There was no prior preparation involved as it is done online via a website. The project consisted of writing and sending letters to the military. The project is definitely something we should do again as it is a great way to show appreciation for those who serve our country.