

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

**PROJECT NAME:** Bell Ringing for Salvation Army  
**LOCATION:** East Puainako KTA  
**DATE:** 12/21/22 **TIME:** 10:00 AM **to** 12:00 PM  
**CHAIRPERSON** Basil Cain and Madison Calaway **ADVISOR:** Mrs. Sato  
**CONTACT INFO:** PHONE NUMBER PHONE NUMBER **PROJECT ATTIRE:** Key Club Attire  
**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	Basil Cain	11				10 am	12 pm	2
2	Madison Calaway	11				10 am	12 pm	2
3	Maiyah Panis-Vuong	10				10 am	12 pm	2
4	Celina Chen	10				10 am	12 pm	2
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<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>		
		4	Yes	X	No

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<i>Spent:</i>		<i>Total Hours:</i>	<i>Flyers, Brochures, etc?</i>		
		8		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, key club members helped with bell ringing at KTA to raise money for the Salvation Army. Two pairs of members were stationed at both entrances of the store. This project was very successful as many donations were made within the time we were there. This project would be good to do again as it helps the Salvation Army and many people go through KTA's entrances daily.