

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2019-2020

**PROJECT NAME:** Free Rice

**LOCATION:** N/A

**DATE:** April 2021 **TIME:** N/A **to** N/A

**CHAIRPERSON** Allyza Urbien and Michelle Cabanting **ADVISOR:** Sato

**CONTACT INFO:** N/A N/A **PROJECT ATTIRE:** N/A

PHONE NUMBER                      PHONE NUMBER

**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  | Angelina Schwiter   | 10  |           |       |        |         |          | 1    |
| 2  | Kayla Kahloa-Andres | 9   |           |       |        |         |          | 1    |
| 3  | Eline Garcia-Vos    | 11  |           |       |        |         |          | 8    |
| 4  | Rowan Chhay         | 11  |           |       |        |         |          | 1.75 |
| 5  | Madison Chinen      | 9   |           |       |        |         |          | 2    |
| 6  | Ayce Wakano         | 9   |           |       |        |         |          | 7    |
| 7  | Micah Tajiri        | 9   |           |       |        |         |          | 7    |
| 8  | Malia Hill          | 9   |           |       |        |         |          | 2    |
| 9  | Kaiden Aguilar      | 9   |           |       |        |         |          | 7    |
| 10 | Lucas Yamanaka      | 9   |           |       |        |         |          | 7    |
| 11 | Jonah Banasan       | 9   |           |       |        |         |          | 8    |
| 12 |                     |     |           |       |        |         |          |      |
| 13 |                     |     |           |       |        |         |          |      |
| 14 |                     |     |           |       |        |         |          |      |
| 15 |                     |     |           |       |        |         |          |      |
| 16 |                     |     |           |       |        |         |          |      |
| 17 |                     |     |           |       |        |         |          |      |
| 18 |                     |     |           |       |        |         |          |      |
| 19 |                     |     |           |       |        |         |          |      |
| 20 |                     |     |           |       |        |         |          |      |

| FUNDS          | PROJECT                               | HOURS                 | SCRAPBOOK        |   |    |
|----------------|---------------------------------------|-----------------------|------------------|---|----|
| <b>Raised:</b> | <b>Who was the project done with?</b> | <b>Total Members:</b> | <b>Pictures?</b> |   |    |
| NA             |                                       | 11                    | Yes              | x | No |

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2019-2020

| <i>Spent:</i> |  | <i>Total Hours:</i> | <i>Flyers, Brochures, etc?</i> |                                     |    |
|---------------|--|---------------------|--------------------------------|-------------------------------------|----|
| NA            |  | 51.75               | Yes                            | <input checked="" 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! ☺

This project was successful again this month. Members participated in the project by answering questions. Each correct answer was equal to 1 grain of rice in donation. We should continue to do this project. A downside is that there were not as many members who participated unlike the last few months.