

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: WES Uniform Distribution
LOCATION: Waiākea Elementary School
DATE: July 19, 2021 **TIME:** 8:30am **to** 1:00pm
CHAIRPERSON Kymi Hashimoto **ADVISOR:** Sato
CONTACT INFO: PHONE NUMBER PHONE NUMBER **PROJECT ATTIRE:** Any Key Club Shirt
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	Kymi Hashimoto	12				8:15	1:00	4.75
2	Francis Anne Delas Cruz	9				8:15	1:00	4.75
3	Ava Herr	9				8:30	1:00	4.5
4	Jayden Hashimoto	9				8:15	1:00	4.75
5	Kaia Fujinaka	9				8:15	1:00	4.75
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7								
8								
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11								
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15								
16								
17								
18								
19								
20								

FUNDS	PROJECT	HOURS	SCRAPBOOK			
Raised:	Who was the project done with?	Total Members:	Pictures?			
X		5	X	Yes		No

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Spent:	EmbroidMe	Total Hours:	Flyers, Brochures, etc?		
X		23.5	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! ☺

At this project, we helped distribute the uniforms for Waiakea Elementary School with EmbroidMe. There was little to no preparation involved, because the staff at EmbroidMe set everything up by the time we got to the location. Periodically, the five of us switched roles because we wanted experience with other jobs. There were 3 main jobs: writing down the order that the customer wanted, collecting the uniforms for that person, and helping the customers with sizing as many were new to the school. Overall, I feel this project was successful, however more people would have been nice. It felt kind of chaotic, and with more people, it would have been easier to manage the situation when there were more people around.