

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

**PROJECT NAME:** Special K Prom Decorations

**LOCATION:** meeting project

**DATE:** month of June **TIME:** \_\_\_\_\_ **to** \_\_\_\_\_

**CHAIRPERSON** Rayne Kusano **ADVISOR:** Sato

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

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>	
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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	Rayne Kusano	10						5.0
2	Abigail Jensen	12						3.5
3	Kaylee Brower	12						2.0
4	Tiffany Wong	11						0.5
5	Celina Chen	11						0.5
6	Maiyah Panis-Vuong	11						0.5
7	Dayvan Wong	09						1
8	Jamie Labasan	10						1
9	Basil Cain	12						1
10	Lotus Lacks-Park	12						1
11	Maddie Calaway	12						1
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>		
0		11	Yes	x	No

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<i>Spent:</i>		<i>Total Hours:</i>	<i>Flyers, Brochures, etc?</i>			
0		17		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! ☺