

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

**PROJECT NAME:** Color a Smile (Waiākea High School)

**LOCATION:** Waiākea High School

**DATE:** February 2024 **TIME:** February 1, 2024 **to** February 29, 2024

**CHAIRPERSON** Charlie Silva, Hannah Jacinto, Elijah Jacinto **ADVISOR:** Ms. Sato

**CONTACT INFO:** PHONE NUMBER PHONE NUMBER **PROJECT ATTIRE:**

**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	Jaymi Maeda	10						2
2	Emily Meyer	9						2
3	Hannah Jacinto	10						2
4	Elijah Jacinto	10						2
5	Jamie Labasan	10						2
6	Charlie Silva	11						3
7	Brynne Harper	9						1.5
8	Annika Nishida	9						2
9	Zoe Hirae	10						7
10	Hailey Mulliken	10						2
11	Kaelyn Seawake	10						1.5
12	Grace Rasgado	10						1.5
13	Chloe Takahashi	12						2.5
14	Rayne-Ann Kusano	10						3
15	Taylor Harper	11						3.5
16	Kaelyn Sewake	10						1.5
17	Chloe Takahashi	12						2.5
18								
19								
20								

<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>		
		17	Yes	x	No

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<i>Spent:</i>		<i>Total Hours:</i>	<i>Flyers, Brochures, etc?</i>			
		41.5		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! ☺

Members were required to visit the Color a Smile website and print out pictures to color. Once complete, it is sent to the organization for distribution. This project was extremely successful, with 17 participants and a total of 41.5 hours completed! This project remains successful.