

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2019-2020

PROJECT NAME: Operation Gratitude

LOCATION: _____

DATE: 4/1 - 4/30 TIME: _____ to _____

CHAIRPERSON Audrey Engelhardt & Nathan Sewake ADVISOR: Sato

CONTACT INFO: _____ PROJECT ATTIRE: _____

PHONE NUMBER PHONE NUMBER

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	Maya Kaneshiro	9						1.5
2	Kayla Kahaloa-Andres	9						2
3	Nathan Sewake	10						0.5
4	Lisa Miyazaki	12						0.5
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

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

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Spent:		Total Hours:	Flyers, Brochures, etc?	
			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! ☺

There was no preparation for Operation Gratitude. This is because the members needed to write cards online, and send them into the chairs when finished. I think that this project was not successful, since we had barely any members participating this month. So I am not sure if we should continue this project, unless more people participate, since without members participating, we could change to a different project, that might bring more participation. That way we can get a project that the members are interested in, since this is an older project, that I think the members are getting bored doing.