

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

**PROJECT NAME:** Walk-With-A-Doc  
**LOCATION:** Liliuokalani Gardens  
**DATE:** Sunday, June 23, 2024 **TIME:** 7:30am **to** 9:00am  
**CHAIRPERSON** Olivia & Gloria Ooka **ADVISOR:** Kelsey Okuda  
**CONTACT INFO:** PHONE NUMBER PHONE NUMBER **PROJECT ATTIRE:** 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.  
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#	MEMBER'S NAME	GR.	CONTACT #	TEXT?	E-MAIL	SIGN-IN	SIGN-OUT	HRS.
1	Gloria Ooka	10				7:30	9:00	1.5
2	Olivia Ooka	10				7:30	9:00	1.5
3	Emily Meyer	10				7:30	9:00	1.5
4	Dayvan Wong	10				7:30	9:00	1.5
5	Madelyn Awaya	10				7:30	9:00	1.5
6	Jenna Ishigo	10				7:30	9:00	1.5
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?			
		6	X	Yes		No

**PROJECT REPORT FORM (PRF)**

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<b>Spent:</b>	Walk-With-A-Doc (AARP)	<b>Total Hours:</b>	<b>Flyers, Brochures, etc?</b>			
		9hrs		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! ☺

Due to the rain, we met up under Hilo Bay Cafe, rather than the usual spot across from the restaurant. We set up the table by taping the banner to it and placing a small notice at the front of the restaurant to signal where the project is. Our speaker was Dr. Park in his second year of residence. He discussed the importance of keeping track of your blood sugar by measuring on a daily basis. Upon request, he also provided a few examples of the symptoms of both high and low blood pressure. We were then excused to walk for our Charity Miles and later cleaned the set up.