

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2025-2026

PROJECT NAME: KTA Food Demos

LOCATION: KTA Puainako

DATE: Saturday, May 17th, 2025

TIME: 9:00AM

to

2:00PM

CHAIRPERSON Rayne-Ann Kusano and Camila Megargel

ADVISOR: Sato

CONTACT INFO:

PROJECT ATTIRE:

KC Shirt

PHONE NUMBER

PHONE NUMBER

NOTES:

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 on the club website: 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 at least 2 pictures of Key Club members working at the project (do not get members of the public w/o their permission!)
- ☐ PRF must be complete on the website NO LATER THAN 1 WEEK after the project but before the last day of the month.
- ☐ 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-Ann Kusano	11				9:00	2:15	5.25
2	Camila Megargel	10				9:10	2:15	5
3	EJ Matsumura	9				9:00	2:00	5
4	Dayvan Wong	10				9:00	2:15	5.25
5	Mari Hata	9				9:00	2:00	5
6	Jordyn Kawachi	9				9:00	2:00	5
7	Hailey Makaokalani	9				9:00	2:00	5
8	Mihoko Tanaka	10				8:30	2:00	5.5
9	Caleigh Cook	10				9:00	2:15	5.25
10	Emily Meyer	10				9:00	2:00	5
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
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! ☺