

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

**PROJECT NAME:** KTA Food Sampling

**LOCATION:** KTA Super Stores - Puainako (50 E Puainako St, Hilo, HI 96720)

**DATE:** 9/21/24 **TIME:** 9:30am **to** 1:15pm

**CHAIRPERSON** Lillian Tao & Caleigh Cook **ADVISOR:** Mrs. Sato

**CONTACT INFO:** \_\_\_\_\_ **PROJECT ATTIRE:** Key Club Shirt

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	Lillian Tao	9				9:30am	1:15pm	3.75
2	Caleigh Cook	10				9:30am	1:15pm	3.75
3	Jordyn Kawachi	9				9:30am	1:15pm	3.75
4	Mari Hata	9				9:30am	1:15pm	3.75
5	Tiara Jackson	9				9:30am	1:15pm	3.75
6	Saddie Carriaga	10				9:30am	1:15pm	3.75
7	Katalina Doratt	9				9:30am	1:15pm	3.75
8	Rynan Rodriguez	9				9:30am	1:15pm	3.75
9								
10								
11								
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>			
\$21 (Public Donation)		8	X	Yes		No

## PROJECT REPORT FORM (PRF)

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<b>Spent:</b>	KTA Super Stores	<b>Total Hours:</b>	<b>Flyers, Brochures, etc?</b>		
\$0		30	<input type="checkbox"/>	Yes	X

**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! ☺

We helped set up tables, prepared samples of promoted on-sale food, distributed samples, distributed ice cream scoopers to customers who bought promoted ice-cream, and cleaned up the event. We rotated shifts one time and gained public donations of \$21. Overall this project was successful and we should continue to do this project.