

KEY CLUB

REGION 18 | DIVISION 22M

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

PROJECT NAME: EmbroidMe Uniform Sales and Pickup
LOCATION: Hilo Intermediate Schools
DATE: July 24th, 2024 **TIME:** 7AM to 12PM
CHAIRPERSON Tiffany Wong & Rayne-Ann Kusano **ADVISOR:** Sato
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.

#	MEMBER'S NAME	GR.	CONTACT #	TEXT?	E-MAIL	SIGN-IN	SIGN-OUT	HRS.
1	Tiffany Wong	12				7:00	12:30	5.5
2	Rayne-Ann Kusano	11				11:30	12:30	1
3	Dayvan Wong	10				7:00	12:30	5.5
4	Ina Doratt	9				7:00	12:30	5.5
5	Caleigh Cook	10				7:00	12:30	5.5
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20								

<u>FUNDS</u>	<u>PROJECT</u>	<u>HOURS</u>	<u>SCRAPBOOK</u>			
Raised:	Who was the project done with?	Total Members:	Pictures?			
X		5	X	Yes		No

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Spent:	EmbroidMe	Total Hours:	Flyers, Brochures, etc?		
X		23	<input type="checkbox"/>	Yes	X 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! ☺

At this project, we assisted EmbroidMe with uniform sales for Hilo Intermediate. Two members were set up in the entrance, showing sizes, fabric types, and taking down orders. Once people had their orders, they could take it to the back of the room where the rest of the members would gather and put together the order.