

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2022-2023

PROJECT NAME: Kiwanis Children's Fund Promotional Posts

LOCATION: Virtual

DATE: Month of February **TIME:** _____ **to** _____

CHAIRPERSON Claire Kildahl and Marli Mason **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	Claire Kildahl	12						1
2	Abigail Jensen	11						1
3	Tiffany Wong	10						1
4	Marli Mason	11						1
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

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

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<i>Spent:</i>		<i>Total Hours:</i>	<i>Flyers, Brochures, etc?</i>			
		4	X	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! ☺

To prepare for this project, members researched the Kiwanis Children’s Fund on the CNH Key Club website. Then, they used Canva or Google Drawing to create an informational social media post about the Kiwanis Children’s Fund. This project was successful because the posts turned out very nice and visually appealing. We should do this project again because it helps to inform members and the community about the Kiwanis Children’s Fund.