

# KEY CLUB

## REGION 18 | DIVISION 22M

### PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

**PROJECT NAME:** Valentine's Day Pop-up Fundraiser (Day 2)

**LOCATION:** Ms. Sato's Room (Q201)

**DATE:** Thursday, February 6th, 2025 **TIME:** 2:15PM **to** END

**CHAIRPERSON** Tiffany Wong & Shannon Eckert **ADVISOR:** Sato

**CONTACT INFO:** PHONE NUMBER PHONE NUMBER **PROJECT ATTIRE:** N/A

**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	Shannon Eckert	9				2:15PM	3:40PM	1.5
2	Jamie Labasan	11				2:15PM	3:30PM	1.25
3								
4								
5								
6								
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17								
18								
19								
20								

<u>FUNDS</u>	<u>PROJECT</u>	<u>HOURS</u>	<u>SCRAPBOOK</u>		
<b>Raised:</b>	<b>Who was the project done with?</b>	<b>Total Members:</b>	<b>Pictures?</b>		
\$10		2	Yes	X	No

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

Spent:	Waiakea Key Club	Total Hours:	Flyers, Brochures, etc?			
X		2.75	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! ☺

The materials utilized for this project were purchased by Ms. Sato using club funds or were left over from previous craft-fair events including International Night Market and WHS Collectibles Show. During the project, members assisted customers in assembling various beaded goods, overseeing monetary transactions, and setting up the designated station. Although we did not have as many sales as we anticipated, we hope to repurpose the goods from these sales into other fundraising events in the future.