

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: Color a Smile

LOCATION: Virtual

DATE: Month of November TIME: N/A to N/A

CHAIRPERSON Jaymi Maeda &amp; Hailey Mulliken ADVISOR: Sato

CONTACT INFO: PHONE NUMBER PHONE NUMBER PROJECT ATTIRE: KC 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	Zoe Hlrae	10						8.5
2	Jenea Gomes	10						3
3	Madison Calaway	12						5.5
4	Charity Ju	9						1
5	Jaymi Maeda	10						11
6	Emily Meyer	9						2.5
7	Hailey Mulliken	10						8
8	Taylor Harper	11						4
9	Nova Stickley	10						2
10	Jamie Labasan	10						5
11	Andrew Paresa	12						4
12	Brynne Harper	9						1
13	Caleigh Cook	9						1
14	Fiona Broward	12						4
15	Rhianna Rodriguez	10						2
16	Kaia Fujinaka	11						9.5
17	Charlotte Jo	10						3
18	gracie rasgado	10						5.5
19								
20								

FUNDS	PROJECT	HOURS	SCRAPBOOK
Raised:	Who was the project done with?  Color A Smile	Total Members:	Pictures?
N/A		18	Yes X No
Spent:		Total Hours:	Flyers, Brochures, etc?
N/A		80.5	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! ☺  
 No preparation was done for this project. For this project you print out coloring pages and send them in to receive credit. Yes, we should do this project again because it is a great way to earn hours.