

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: Senior Awards Set-up

LOCATION: Warrior Gym

DATE: Tuesday, May 9, 2023 **TIME:** 2:15 **to** Finish

CHAIRPERSON Marli Mason and Jamie Labasan **ADVISOR:**

CONTACT INFO: PHONE NUMBER PHONE NUMBER **PROJECT ATTIRE:** Work shirt or school clothing

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	Marli Mason	11				2:20	4:01	1.75
2	Jamie Labasan	9				2:20	4:01	1.75
3	Taylor Harper	10				2:20	3:35	1.25
4	Tracy Huynh	9				2:23	3:16	1
5	Rayne-Ann Kusano	9				2:23	4:01	1.75
6	Alexis Nicolas	9				2:20	2:56	.5
7	Awdisy Victorino	9				2:20	2:56	.5
8	Kade Economy	9				2:20	3:14	1
9	Kaelyn Sewake	9				2:20	2:57	.5
10	Andrew Paresa	11				2:23	4:01	1.75
11	Jake Otani	9				2:20	3:11	.75
12	Finn Cole	9				2:20	3:10	.75
13	Tiffany Wong	10				2:23	4:01	1.75
14	Jenea Gomez	9				2:23	2:30	0
15	Nate Jensen	9				2:23	3:14	.75
16	Zoe Hirae	9				2:28	2:57	.5
17								
18								
19								
20								

FUNDS	PROJECT	HOURS	SCRAPBOOK			
Raised:	Who was the project done with?	Total Members:	Pictures?			
N/A		17	x	Yes		No

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Spent:		Total Hours:	Flyers, Brochures, etc?		
N/A	N/A	16.25	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> 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! ☺

There was no specific preparation involved in the project. At the project, members helped lay down masonite, move the stage, decorate the stage, set up curtains, and move chairs. The project was successful as we were able to make the process go much faster. We should definitely do it again.