

# KEY CLUB

## REGION 18 | DIVISION 22M

### PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

**PROJECT NAME:** Healthy Keiki Fun Run  
**LOCATION:** Waiākea High School  
**DATE:** 12/14/24 **TIME:** \_\_\_\_\_ **to** \_\_\_\_\_  
**CHAIRPERSON** Elle Watson-Correa & Tiara Jackson **ADVISOR:** K. Sato  
**CONTACT INFO:** \_\_\_\_\_ **PROJECT ATTIRE:** Key Club shirt  
 \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ PHONE NUMBER  
**NOTES:**

<b>K-Family</b>		<b>Kiwanis Sponsor Event</b>		<b>Division Project</b>		<b>Major Emphasis</b>		<b>Interclub</b>	
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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	Elle Watson-Correa	9				7:00	11:00	4
2	Tiara Jackson	9				7:00	11:00	4
3	Rynan Rodriguez	9				7:00	11:00	4
4	Annika Nishida	10				7:30	11:00	3.5
5	Daylilah Oshiro	10				6:45	11:00	4.25
6	Liko Gram	9				7:30	11:00	3.5
7								
8								
9								
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12								
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14								
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17								
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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>			
x		6	x	Yes		No

## PROJECT REPORT FORM (PRF)

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Spent:		Total Hours:	Flyers, Brochures, etc?		
x		23.25	<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! ☺

We needed to set up our table. This included hanging up a poster that promoted the bubble run and setting out forms to sign up. It was successful because we got a lot of people to sign up or scan the QR code. If we have another bubble run we should promote it at the keiki fun run.