

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: WHS Club Day
LOCATION: Ken Yamase Memorial Stadium
DATE: Aug 24, 2022 **TIME:** 11:25 **to** 12:25
CHAIRPERSON Zakariya Tamimi & Rachel Tao **ADVISOR:** Sato
CONTACT INFO: PHONE NUMBER PHONE NUMBER **PROJECT ATTIRE:** Any Key Club 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	Zakariya Tamimi	10				11:15	12:15	1
2	Tracy Huynh	9				11:15	12:15	1
3	Rayne-Ann Kusano	9				11:15	12:15	1
4	Kaelyn Sewake	9				11:15	12:15	1
5	Tayleigh Narimatsu	9				11:15	12:15	1
6	Zoe Hirae	9				11:15	12:15	1
7	Jenea Gomez	9				11:15	12:15	1
8	Kaia Fujinaka	10				11:15	12:15	1
9	Rachel Tao	12				11:15	12:15	1
10	Abby Jensen	11				11:15	12:15	1
11	Andrew Paresa	11				11:15	12:15	1
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?			
N/A		11	X	Yes		No

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Spent:		Total Hours:	Flyers, Brochures, etc?		
N/A	WHS	11	<input type="checkbox"/>	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! ☺

Members manned our Key Club booth at WHS club day to recruit new members from all grades. We arrived early to set up our table with display boards depicting photos of our projects. We streamlined the joining process by including QR codes with direct google classroom join links. We also displayed our patches and offered stickers and tickets with prize redemption at our first meeting as an incentive. The project was definitely successful as a lot of potential members came to our booth (we had long lines!). We should definitely do this project again, it is a great way to recruit members. I think our tactic of handing out stickers really appealed to the students.