

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2022-2023

PROJECT NAME: Free rice for the month of February

LOCATION: virtual

DATE: 2/1/2023 - 2/28/2023 TIME: to

CHAIRPERSON Lina Miyazaki & Jamie Labasan ADVISOR: Sato

CONTACT INFO: PROJECT ATTIRE:

PHONE NUMBER PHONE NUMBER

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	Tayleigh Narimatsu	9						2.5
2	Ava Herr	10						2
3	Rayne Kusano	9						2.5
4	Dylan Yoshimura	9						5
5	Chloe Takahasi	11						2
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

FUNDS	PROJECT	HOURS	SCRAPBOOK		
Raised:	Who was the project done with?	Total Members:	Pictures?		
n/a		5	Yes	x	No

**PROJECT REPORT FORM (PRF)**

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<b>Spent:</b>	Free Rice	<b>Total Hours:</b>	<b>Flyers, Brochures, etc?</b>		
n/a		14		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! ☺

Since it's a virtual project, no preparation is involved. Members answer simple trivia questions to help raise rice to give to people in need. Every question right is 10 grains of rice as payment towards the UN World Food Programme.