

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: SGA Ribbon Lei Making

LOCATION: Sato's/Home

DATE: November 1st - 30th, 2023 TIME: N/A to N/A

CHAIRPERSON Malia Hill and Marli Mason ADVISOR: Sato

CONTACT INFO: PHONE NUMBER PHONE NUMBER PROJECT ATTIRE: N/A

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	Chloe Takahashi	12				4 leis	4 leis	3
2	Abby Jensen	12				11	11	9
3	Emily Meyer	9				1	1	0.5
4	Malia Hill	12				4	4	3
5	Marli Mason	12				2	2	1
6	Rayne-Ann Kusano	10						1.75
7	Andrew Paresa (December)	12						4
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		6	Yes	X	No

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Spent:	N/A	Total Hours:	Flyers, Brochures, etc?			
N/A		18.25		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! ☺
To prep for the project, members cut ribbon to be made into take-home bags. To complete the project, members make ribbon lei either at home or at school. The project was successful as we almost finished all of the ribbon and we should do the project again as it's a great way to help SGA out.