

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2025-2026

PROJECT NAME: Walk-With-A-Doc
LOCATION: Lili'uokalani Gardens
DATE: Sunday, May 11, 2025 **TIME:** 7:30 am **to** 9:00 am
CHAIRPERSON Dayvan Wong & Katalina Doratt **ADVISOR:** K. Sato
CONTACT INFO: _____ **PROJECT ATTIRE:** Key Club Shirt
PHONE NUMBER PHONE NUMBER

NOTES: _____

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 on the club website: 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 at least 2 pictures of Key Club members working at the project (do not get members of the public w/o their permission!)
- PRF must be complete on the website **NO LATER THAN 1 WEEK** after the project but before the last day of the month.
- 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	Dayvan Wong	10				7:30	9:00	1.5
2	Katalina Doratt	9				7:30	9:00	1.5
3	Rayne-Ann Kusano	11				7:30	9:00	1.5
4	Emily Meyer	10				7:30	9:00	1.5
5	Mihoko Tanaka	10				X	X	-1.5
6	Ethan-James Matsumura	9				7:30	9:00	1.5
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

FUNDS	PROJECT	HOURS	SCRAPBOOK
Raised:	<i>Who was the project done with?</i>	Total Members:	Pictures?
X		6	Yes X No
Spent:	Walk-With-A-Doc	Total Hours:	Flyers, Brochures, etc?
X		7.5	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! ☺

When we arrived, we set-up a table and a case of water for the event, though we had to cover it with a tarp because of the rain. Shortly after, when the rain lessened, Dr. Kadooka talked to us and the walkers about Alzheimer's and memory issues. For the remaining time, we handed out water and walked laps around the park.