

KEY CLUB

REGION 18 | DIVISION 22M

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

Set up

PROJECT NAME: P&R Track & Field Meet

LOCATION: Ken Yamase Memorial Stadium

DATE: 2/1/2025 **TIME:** 8:00 AM **to** Until Pau (Approx 4:00)

CHAIRPERSON Kailani Kawamoto and Taylor Beatty **ADVISOR:** Sato

CONTACT INFO: PHONE NUMBER PHONE NUMBER **PROJECT ATTIRE:** Gray Key Club Shirt, Covered Shoes

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	Kailani Kawamoto	09				8:00	4:27	8.5
2	Taylor Beatty	09				8:00	4:27	8.5
3	Rayne Kusano	11				7:00	5:15	10.25
4	Jamie Labasan	11				7:00	5:00	10
5	Shane Tominaga	11				7:00	5:00	10
6	Shannon Eckert	09				8:05	4:45	8.5
7	Katalina Doratt	09				8:00	4:45	8.75
8	Katie Matsuo	09				8:05	12:53	5
9	Emily Vo	09				8:32	4:27	8
10	Rylan Gumbs	10				7:56	4:30	8.5
11	Cadence Amaral-Takara	09				7:45	1:42	6
12	Finn Cole	11				8:41	4:43	8
13	Liko Godinez-Morrison	09				7:30	4:45	9.25
14	Skyler Beasley	10				8:00	4:45	8.75
15	Jenna Ishigo	10				7:45	4:45	9
16	Daylilah Oshiro	10				7:45	4:45	9
17	Tianna Calles	09				7:45	2:05	6.25
18	Kai Brittain	11				X	X	-8
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		17	Yes	X	No	

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Spent:	P&R	Total Hours:	Flyers, Brochures, etc?		
N/A		142.25	<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 showed up to the track meet a bit earlier than the kids started participating, to help set up things like cones and the designated spots for each activity. When the kids started, we had different members at each event. Some members helped with measuring the distance of the shot put, others helped with things like timing the races, throwing the softball back at the kids, and running forms back and forth. The project was very successful as we had to help out or else P&R would not be able to hold it. We should do this project again.