

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: MEP Sunscreen Education Presentation

LOCATION: Chiefess Kapiolani Elementary School

DATE: 2/2/2024

TIME:

8:00

to

10:15

CHAIRPERSON Tiffany Wong & Chloe Takahashi

ADVISOR:

Mrs. Sato

CONTACT INFO:

PROJECT ATTIRE:

Key Club Shirt

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	Tiffany Wong	11						2.25
2	Lina Miyazaki	12						2.25
3	Jake Otani	10						2.25
4	Aiden Talich	9						2.25
5								
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?			
		4	X	Yes		No

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Spent:	Chiefess Kapiolani Elementary School	Total Hours:	Flyers, Brochures, etc?			
		9		Yes		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! ☺

In preparation for the project, club members helped prepare packages of reef safe sunscreen, yarn, and string to pass out to the elementary school kids. At the project, members spent the morning presenting to the kids in blocks. Kindergarten first, 1st and 2nd grade next, 4th and 5th third, and 3rd and 6th last. I feel that the project was successful because the members got to present to all of the grade levels and the kids seemed to enjoy it. If given the chance, we should do this project again because it is a good way to make connections with younger kids and teach them important lessons.