

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: Color a Smile

LOCATION: Individual work

DATE: October 2023 TIME: All month to

CHAIRPERSON Kiley Brown and Rhianna Rodriguez ADVISOR: Sato

CONTACT INFO: PROJECT ATTIRE: KC 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	Taylor Harper	11						1.5
2	Emily Meyer	9						2.5
3	Charity							4.5
4	Gracie	10						2
5	Beatrice Kim Lee	12						1
6	Brynne Harper	9						3
7	Kiley Brown	10						5.5
8	Priscilla Mow	11						10
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?
0		8	Yes No x
Spent:		Total Hours:	Flyers, Brochures, etc?
0	color a smile	30	Yes No x

**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 prepare for this project, members would print coloring pages of their choice, color them nicely, then send them to the chairs before they mailed them. This was successful and it had a fair amount of participating members. We should do it again because it brings joy to people's day and can be therapeutic for the colorers.