

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

**PROJECT NAME:** World Oceans Day 2023

**LOCATION:** Kalakaua Park

**DATE:** Saturday, June 10, 2023 **TIME:** 8:30 A.M. **to** 3:00 P.M.

**CHAIRPERSON** Rayne Kusano & Jade Thomas **ADVISOR:** Mrs. Sato

**CONTACT INFO:** PHONE NUMBER PHONE NUMBER **PROJECT ATTIRE:** Key Club Workshirt

**NOTES:**

<b>K-Family</b>		<b>Kiwanis Sponsor Event</b>		<b>Division Project</b>		<b>Major Emphasis</b>		<b>Interclub</b>	
-----------------	--	------------------------------	--	-------------------------	--	-----------------------	--	------------------	--

**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	Rayne Kusano	10				8:30	2:45	6.25
2	Jade Thomas	10				8:30	2:45	6.25
3	Jamie Labasan	10				8:30	2:45	6.25
4	Basil Cain	12				8:30	2:45	6.25
5	Charlie Silva	11				N/A	N/A	0
6	Ava Herr	11				N/A	N/A	0
7	Kai Stevens	10				N/A	N/A	0
8	Tiffany Wong	11				8:30	12:00	3.5
9	Dayvan Wong	9				8:30	12:00	3.5
10	Lotus Lacks-Park	12				8:30	2:45	6.25
11	Kaelyn Sewake	10				8:30	2:45	6.25
12								
13								
14								
15								
16								
17								
18								
19								
20								

<u>FUNDS</u>	<u>PROJECT</u>	<u>HOURS</u>	<u>SCRAPBOOK</u>			
<b>Raised:</b>	<b>Who was the project done with?</b>	<b>Total Members:</b>	<b>Pictures?</b>			
N/A		8	x	Yes		No

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

<b>Spent:</b>		<b>Total Hours:</b>	<b>Flyers, Brochures, etc?</b>			
N/A	Museum Square	44.5	x	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! ☺

For this project, members helped with the set up for vendor booths such as tents, tables, and any other materials. Once the actual event started, two members were assigned for each museum booth for any assistance with the activities. At East Hawaii Cultural Center's booth, one of the members helped with face painting. Any members that weren't assigned to a museum booth stayed at the information booth or walked around to pass out flyers about the event. Once the event was finished, members helped with clean up such as taking down tents, tables, and helping vendors load back into their cars. Overall this project was successful and should be done again as it assists many vendors in our community!