

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: Flashcards for Preschools: Work Sessions

LOCATION: Sato's Class, Q201

DATE: Whole month of August

TIME: Lunch or Afterschool

to

CHAIRPERSON Kymberlyn Hashimoto

ADVISOR: Sato

CONTACT INFO:

PROJECT ATTIRE: N/A

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	Claire Kildahl	11						2
2	Abby Jensen	10						5.5
3	Francis Anne Dela Cruz	9						4.5
4	Charis Cook	12						3
5	Serena Camarillo	12						4.5
6	Tiffany Wong	9						4
7	Celina Chen	9						4
8	Matthew Okuda	12						4
9	Angelina Schwiter	11						2.5
10	Kaia Fujinaka	9						0.5
11	Charlie Silva	9						2.5
12	Austin Mohica	9						2
13	Evry Pfaff	9						3
14	Ito Doratt	9						1.5
15	Lenx Neves	9						2.5
16	Pricilla Mow	9						1
17	Emily Sakamoto	12						0.5
18	Teryn Tominaga	12						5.5
19	Jessica Go	12						2
20	Tia Teramoto	12						0.5
21	Ava Herr	9						0.5
22	Jazlyn Inouye	11						1.25
23	Travis Wood	10						0.5
24	Rowan Chhay	12						0.5

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25	Rydon Masaoka	9						0.5
26	Allyza Urbien	12						0.5
27	Michelle Cabanting	12						0.5
28	Braelyn Nakamura-Seales	9						0.5
29	Andi Tamashiro	9						0.5
30	Akemi Tominaga	12						4.5

<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>			
X		30		Yes	X	No
<b>Spent:</b>	N/A	<b>Total Hours:</b>	<b>Flyers, Brochures, etc?</b>			
X		65.25		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! ☺

Sato held this project during lunch recess and afterschool, and it proved to be very successful. Members would cut out the laminated (?) flashcards made for the preschoolers to use for the school year, and probably for a while too. If we had work sessions like this for projects again, I feel like a lot of people would turn out, therefore convincing me that if this project were to happen again, I'd recommend it.