

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: Color a Smile

LOCATION: Virtual

DATE: 8/1 - 8/31 **TIME:** N/A **to** N/A

CHAIRPERSON Charlie Silva **ADVISOR:** Kari Sato

CONTACT INFO: _____ **PROJECT ATTIRE:** N/A
PHONE NUMBER PHONE NUMBER

NOTES:

- Virtual Project

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	Angelina Schwiter	11						2
2								
3								
4								
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?		
N/A		1	Yes	X	No

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Spent:	Color a Smile	Total Hours:	Flyers, Brochures, etc?		
N/A		2	<input type="checkbox"/>	Yes	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! ☺

There was no preparation involved in this project, except finding and printing pictures to color. To participate in this project, one would select and print coloring pages from the Color a Smile website, and color them. They would also write their name and age on the papers, and mail it out to Color a Smile using their mailing address (located on the website, along with other information). There were less participants than one would hope for, but this project is an effective way to earn hours and put a smile on someone's face. I would say yes to doing this project again.