

KEY CLUB

REGION 18 | DIVISION 22M

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

PROJECT NAME: Special Olympics Basketball Tournament

LOCATION: University of Hawaii Hilo Gym

DATE: 9/22/2024 **TIME:** 7:00am to 10:30am

CHAIRPERSON Cassidy Mark and Liko Godinez-Morrison **ADVISOR:** Ms. Sato

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

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	Cassidy Mark	10				7:00	10:30	3.5
2	Liko Godinez-Morrison	9				X	X	0
3	Kai Brittain	11				X	X	0
4	Jamie Labasan	11				7:00	10:30	3.5
5	EJ Matsumura	9				7:00	10:30	3.5
6	Skyler Beasley	10				X	X	0
7	Keiari Weaver	10				7:00	10:30	3.5
8	Afraah Hassan	10				7:00	10:30	3.5
9	Ryan Rodriguez	9				7:00	10:30	3.5
10	Noah Gange	10				7:00	10:30	3.5
11								
12								
13								
14								
15								

FUNDS	PROJECT	HOURS	SCRAPBOOK
Raised:	Who was the project done with?	Total Members:	Pictures?
			Yes No
Spent:		Total Hours:	Flyers, Brochures, etc?
			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! ☺