

KEY CLUB

REGION 18 | DIVISION 22M

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

C

PROJECT NAME: Color a Smile

LOCATION: Virtual

DATE: Month of July **TIME:** _____ **to** _____

CHAIRPERSON Jaymi Maeda & Hailey Mulliken **ADVISOR:** Mrs.Sato

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

_____ PHONE NUMBER _____ PHONE NUMBER

NOTES:

K-Family		Kiwanis Sponsor Event		Division Project		Major Emphasis		Interclub	
-----------------	--	------------------------------	--	-------------------------	--	-----------------------	--	------------------	--

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	Annika Nishida	10						2
2	Charlie Silva	12						3
3	Rhianna Rodriquez	11						2.5
4	Celina Chen	12						3
5	Tayleigh Narimatsu	11						7
6	Gracie Rasgado	11						10
7	Hailey Mulliken	11						7
8	Maiyah Panis-Vuong	12						8
9	Charlie Silva	12						3
10	Noah Gagne	10						4.5
11	Tiffany Wong	12						2
12								
13								
14								
15								
16								
17								
18								
19								
20								

<u>FUNDS</u>	<u>PROJECT</u>	<u>HOURS</u>	<u>SCRAPBOOK</u>		
Raised:	Who was the project done with?	Total Members:	Pictures?		
N/A		11	Yes	X	No

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

Spent:	Color a Smile	Total Hours:	Flyers, Brochures, etc?		
N/A		52	☐	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! ☺

No preparation was done for this project. For this project you print out coloring pages and send them in to receive credit. Yes, we should do this project again because it is a great way to earn hours.