

# KEY CLUB

## REGION 18 | DIVISION 22M

### PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

**PROJECT NAME:** SGA Ribbon Lei Making  
**LOCATION:** Sato's  
**DATE:** December **TIME:** to  
**CHAIRPERSON** Lillian Tao & Cadence Amaral-Takara **ADVISOR:** Mrs. Sato  
**CONTACT INFO:** PHONE NUMBER PHONE NUMBER **PROJECT ATTIRE:**  
**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  | Lillian Tao           | 9   |           |       |        |         |          | 3    |
| 2  | Kayley Shimazu        | 9   |           |       |        |         |          | 4    |
| 3  | Cadence Amaral-Takara | 9   |           |       |        |         |          | 0.5  |
| 4  | Mihoko Tanaka         | 10  |           |       |        |         |          | 1    |
| 5  | Rayne Kusano          | 11  |           |       |        |         |          | 1.75 |
| 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? |   |    |
| 0       |                                | 5              | Yes       | X | No |

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

| Waiakea High School SGA, Class 2020-2024 |                         |              |                         |     |   |    |
|--|-------------------------|--------------|-------------------------|-----|---|----|
| Spent:                                   | Waiakea High School SGA | Total Hours: | Flyers, Brochures, etc? |     |   |    |
| 0  |                         | 10.25        |                         | 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! ☺

The project was successful and we should continue doing this project. Students measured, cut, and braided white and navy blue ribbon, provided by Mrs. Sato, to create ribbon leis for SGA during non-instructional times.