

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: _____ **PROJECT ATTIRE:** _____
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	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:	<i>Who was the project done with?</i>	Total Members:	Pictures?		
0			5	Yes	X

KEY CLUB

REGION 18 | DIVISION 22M

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Spent:		Total Hours:	Flyers, Brochures, etc?			
0	Waiakea High School SGA	10.25	<input type="checkbox"/>	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.