

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

PROJECT NAME: Magic Of The Season Craft Prep

LOCATION: Sato's Classroom

DATE: November 19 - 22

TIME: Recess, Lunch, After School to _____

CHAIRPERSON Daylilah Oshiro and Jenna Ishigo

ADVISOR: Sato

CONTACT INFO: _____
PHONE NUMBER

PROJECT ATTIRE: _____

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	Daylilah Oshiro	10						4.5
2	Jenna Ishigo	10						4.25
3	Annika Nishida	10						0.75
4	Madelyn Awaya	10						0.75
5								
6								
7								
8								
9								
10								
11								
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?			
\$0		4	x	Yes		No

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Spent:	Department of Public Works	Total Hours:	Flyers, Brochures, etc?		
\$0		10.25	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> 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! ☺

This project involved the key clubbers cutting out various images and cutting long strips into quarters. It was much easier than last year and was quick and fun. We had to cut out antlers, snowman hats, noses, and reindeer ears. It was charming.