

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: Magic of the Season Craft Kit Prep

LOCATION: Ms.Sato's Room (Q-201)

DATE: Dec.1 - Dec. 6

TIME:

Beginning of Lunch  
and End of School

to

End of Lunch and 3:00

CHAIRPERSON Daylilah Oshiro &amp; Aiko Brosnahan

ADVISOR: Sato

CONTACT INFO:

PROJECT ATTIRE:

PHONE NUMBER

PHONE NUMBER

NOTES:

K-Family		Kiwanis Sponsor Event		Division Project		Major Emphasis	x	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							8.75
2	Aiko Brosnahan							8.75
3	Anayah Joaquin							8.25
4	Maria Kong							8.25
5	Annika Nishida							2.25
6	Jenna Ishigo							4.75
7	Maddie Awaya							0.5
8	Caleigh Cook							0.5
9	Charity Ju							0.5
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?

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\$0		9	x	Yes		No
<b>Spent:</b>	Dept. of Public Works	<b>Total Hours:</b>	<b>Flyers, Brochures, etc?</b>			
\$0		42.5	x	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! ☺