

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

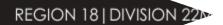
| PROJECT NAME: | Magic of the Season Craft Kit | t Prep | | | | | |
|----------------------|------------------------------------|------------------|--------------------------------------|--------------|--------------------|-----------|----|
| LOCATION: Ms | s.Sato's Room (Q-201) | | | | | | |
| DATE: Dec.1 - Dec. 6 | | TIME: | Beginning of Lunch and End of School | to En | End of Lunch and 3 | |)0 |
| CHAIRPERSON | Daylilah Oshiro & Aiko Brosnah | nan - | ADVISOR: | | Sato |) | |
| CONTACT INFO: | | | PROJECT ATT | IRE: | | | |
| NOTES: | PHONE NUMBER | PHONE NUMBER | | | | | |
| K-Family | Kiwanis Sponsor Event | Division Pr | oject Major E | mphasis | Х | Interclub | |
| CHAIRPERSON(S) |)' CHECKLIST: (CHAIRS RECEIVE 1 HC | OUR IF THESE RES | PONSIBILITIES ARE MET) | | | | |

- x Make sure that a sufficient/required number of members are signed up for the project, the day before the project.
- x *If more than twenty members are required to sign up for the project, use another sheet; BE ORGANIZED.
- x Pick up the PRF from the clipboard in Mrs. Sato's Room (Q-201)
- Contact EVERY member signed-up **and** the ADVISOR <u>by 8:30pm</u> the day before the project; remind when, where, what to bring and wear; **ask for REPLY**.
- x 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!!
- x 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 | | | | | | | | |

| <u>FUNDS</u> | PROJECT | <u>HOURS</u> | <u>SCRAPBOOK</u> |
|--------------|--------------------------------|----------------|------------------|
| Raised: | Who was the project done with? | Total Members: | Pictures? |





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| \$0 | - | 9 | Х | Yes | | No |
|--------|-----------------------|--------------|---|-------------------------|--|----|
| Spent: | | Total Hours: | ı | Flyers, Brochures, etc? | | |
| \$0 | Dept. of Public Works | 42.5 | Х | 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! ©