

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: HCON Day 1-2 Service Projects

LOCATION: Hilo High School

DATE: 2/18-19/2024

TIME:

to

CHAIRPERSON Jamie Labasan

ADVISOR:

SATO

CONTACT INFO:

PROJECT ATTIRE:

PHONE NUMBER

PHONE NUMBER

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	Jamie Labasan	10						2
2	Rayne-Ann Kusano	10						2
3	Marli Mason	12						2
4	Lina Miyazaki	12						2
5	Basil Cain	12						2
6	Abigail Jensen	12						2
7	Tiffany Wong	11						2
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?		
n/a		7	Yes	x	No

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

Spent:	Region 18	Total Hours:	Flyers, Brochures, etc?		
n/a		14		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! ☺

During HCON 2024 there were two service projects that our members were able to take part in. The first service project was making friendship bracelets for DCON 2024. Members make bracelets of all sorts of colors. The second project was making wired recyclable bins that were going to go around the community/schools in Hilo. Members across region 18 were split into smaller groups which they helped to build the bins together. Both projects were very successful.