

REGION 18 | DIVISION 22M

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

PROJECT NAME: Charity Miles

LOCATION: _____

DATE: _____ TIME: _____ to _____

CHAIRPERSON Jordyn Kawachi and Mari Hata **ADVISOR:** Sato

CONTACT INFO: _____ **PROJECT ATTIRE:** _____

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	Annika Nishida	10						2.0
2	Jordyn Kawachi	9						2.0
3	Emily Meyer	10						2.0
4	Mari Hata	9						2.0
5	Saddie Carriaga	10						2.0
6	Afraah Hassan	10						2.0
7	Nathaniel Jensen	11						2.0
8	Keiari Weaver	10						2.0
9	Jake Ohtani	11						2.0
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

<u>FUNDS</u>	<u>PROJECT</u>	<u>HOURS</u>	<u>SCRAPBOOK</u>			
<i>Raised:</i>	<i>Who was the project done with?</i>	<i>Total Members:</i>	<i>Pictures?</i>			
		9		Yes		No

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Spent:		Total Hours:	Flyers, Brochures, etc?			
		18		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! ☺