KEY CLUB

REGION 18 | DIVISION 22M

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

PROJECT NAME: LOCATION:										
DATE:		TIME:	to							
CHAIRPERSON		AD'	ADVISOR:							
CONTACT INFO:			PROJECT ATTIRE:							
NOTES:	PHONE NUMBER	PHONE NUMBER								
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								
2								
3								
4								
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	Total Members:	Pictures?			
	with?			Yes		No

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Spent:			Total Hours:	F	Flyers, Brochures, etc?				
					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! ©