

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: Memorial Day Lei Making
LOCATION: WHS Library
DATE: September 23rd, 2022 **TIME:** 7:45 PM **to** 10 PM
CHAIRPERSON Tiffany Wong & Awdicy Victorino **ADVISOR:** Sato
CONTACT INFO: X X **PROJECT ATTIRE:** N/A
PHONE NUMBER PHONE NUMBER

NOTES:

K-Family	X	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	Tiffany Wong	10				7:55	9:55	2
2	Awdicy Victorino	9				7:55	9:50	2
3	Anna Ginzle	9				7:55	8:36	0.75
4	Kaelyn Sewake	9				7:55	9:50	2
5	Taylie Narimasu	9				7:55	9:50	2
6	Jenea Gomes	9				7:55	9:50	2
7	Jamie Labasan	9				7:55	8:38	0.75
8	Alexis Nicolas	9				7:55	9:50	2
9	Beatrice Kim-Lee	11				7:55	9:50	2
10	Basil Cain	11				7:55	9:50	2
11	Madison Calaway	11				7:55	9:50	2
12	Lotus Lacks-Park	11				7:55	9:46	1
13	Celina Chen	10				7:55	8:22	0.5
14	Priscilla Mow	10				7:55	9:50	2
15	Maiyah Panis-Vuong	10				7:55	9:50	2
16	Taylor Harper	10				7:55	8:07	0.25
17	Abby Jenson	11				7:55	9:50	2
18	Mila Davis	12				7:55	9:46	2
19	Kayla Hill	9				7:55	8:23	0.5
20	Sydney Matsuoka	9				7:55	9:51	2
21	Kade Economy	9				7:55	9:50	2
22	Nathan Jensen	9				7:55	9:50	2
23	Finn Cole	9				7:55	9:50	2
24	Joshua Simeon	9				7:55	9:50	2

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25	Brancin Akana	9				7:55	9:50	2
26	Dylan Yoshimura	9				7:55	9:50	2
27	Rayne-Ann Kusano	9				7:55	9:50	2
28	Tracy Huynh	9				7:55	9:50	2
29	Chloe Takahashi	11				7:55	9:50	2
30	Iori Furuhashi	11				7:55	9:50	2
31	Lanie Takahashi	9				7:55	9:50	2
32	Dara Nagata	9				7:55	9:50	2
33	Daniel Nucci	9				7:55	9:50	2
34	Kiora Kunimoto	10				7:55	9:50	2
35	Mia Tulang	12				7:55	9:50	2
36	Kyle Janer	10				7:55	9:50	2
37	Arianne Nakamura	12				7:55	9:41	1.75
38	Claire Kildahl	12				7:55	9:50	2
39	Jade Thomas	9				7:55	9:50	2
40	Kaia Fujinaka	10				7:55	9:50	2
41	Marli Mason	11				8:20	9:50	2
42	Andrew Paresa	10				7:55	9:10	1.25

FUNDS	PROJECT	HOURS	SCRAPBOOK			
Raised:	Who was the project done with?	Total Members:	Pictures?			
X		42	X	Yes		No
Spent:	Kiwanis of East Hawaii	Total Hours:	Flyers, Brochures, etc?			
X		74.75		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! ☺

The preparation done was getting the right amount of ribbon ready for the leis. We used the ribbon to make the leis for SGA. Since the project was successful and everyone made at least one lei, the project should be done again to help out SGA.