

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: SGA Lei Making

LOCATION: Take Home

DATE: May 1- May 31 TIME: _____ to _____

CHAIRPERSON Chloe Takahashi & Jade Thomas ADVISOR: Mrs. 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	Alyssa Oshiro	12						7
2	Jenea Gomez	9						1
3	Marli Mason	11						1.5
4	Lina Miyazaki	11						1.25
5	Lanie Takahashi	9						1
6	Priscilla Mow	10						4
7	Chloe Takahashi	11						2
8	Celina Chen	10						1
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?
		8	Yes No

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

<i>Spent:</i>		<i>Total Hours:</i>	<i>Flyers, Brochures, etc?</i>			
		18.75		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! ☺

This project involved measuring and cutting ribbon to make ribbon leis for SGA events. The members then take home the two pieces of ribbon in order to finish the lei. The members then bring back the finished lei and write down the time it took them. I believe that this project was successful as we had a lot of participation and used up most of the ribbon that was given to us. We should continue to do this project because it is a good way to help our school and it is easy to do.