

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: SGA Ribbon Lei Making
LOCATION: Mrs. Sato's Room or Take-Home
DATE: November 30 **TIME:** _____ **to** _____
CHAIRPERSON Alyssa Oshiro **ADVISOR:** _____
CONTACT INFO: _____ **PROJECT ATTIRE:** _____
 PHONE NUMBER 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	Lily Pa	10						1.5
2	Alyssa Oshiro	12						5.5
3	Anna Ginzel	9						0.75
4	Jamie Labasan	9						1
5	Chloe Takahashi	11						3
6	Kaylee Brower	11						1.5
7	Nate Jensen	9						2
8	Marli Mason	11						3
9	Claire Kildahl	12						1.25
10	Abby Jensen	11						1.25
11	Taylor Harper	9						0.25
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 with?	Total Members:	Pictures?		
X		11	Yes	X	No

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Spent:	SGA	Total Hours:	Flyers, Brochures, etc?		
X		21	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! ☺

Some members came into Mrs. Sato's Room and cut the ribbon to its designated length. They then wrapped it neatly, put together the 2 colors, and placed it in the box with rubber bands. Other members would then take home the cut ribbon and create the lei with the ribbon lei technique. We managed to make a few completed leis, but we were able to cut a lot of ribbon. This project is quite successful because we were able to help SGA replenish their ribbon leis that were given to guests that come to our school.