

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2025-2026

PROJECT NAME: Kiwanis Miso Soup Utensils Prep

LOCATION: WHS Library

DATE: June 10, 2025

TIME: 2 pm

to 4:00 pm

CHAIRPERSON: Jamie Labasan

ADVISOR: sato

CONTACT INFO:

PROJECT ATTIRE: whs kc shirt

PHONE NUMBER

PHONE NUMBER

NOTES:

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 on the club website: 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 at least 2 pictures of Key Club members working at the project (do not get members of the public w/o their permission!)
- ☐ PRF must be complete on the website NO LATER THAN 1 WEEK after the project but before the last day of the month.
- ☐ 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	Jamie Labasan	12				1:30	2:00	0.5
2	Rayne Kusano	12				1:30	2:00	0.5
3	EJ Matsumura	10				1:30	2:00	0.5
4	Shannon Eckert	10				1:30	2:00	0.5
5	Ina Doratt	10				1:30	2:00	0.5
6	Dayvan Wong	11				1:30	2:15	0.75
7	Afraah Hassan	11				1:30	2:15	0.75
8	Annie Huynh	11				1:30	2:30	1
9	Mihoko Tanaka	11				1:30	2:30	1
10	Luke Enriquez	9				1:30	2:30	1
11	Keiari Weaver	11				1:30	2:15	0.75
12								
13								
14								
15								
16								
17								
18								
19								
20								

FUNDS	PROJECT	HOURS	SCRAPBOOK
Raised:	Who was the project done with?	Total Members:	Pictures?
n/a		10	Yes x No
Spent:	WHS KC	Total Hours:	Flyers, Brochures, etc?
n/a		6.5	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! ☺

This was a service project that took place after our first in-person summer meeting on June 10, 2025. We organized the folding of forks, knives, and spoons into napkins, tied them with rubber bands, and placed them into a box for easy access on the day of the event. The project was successful because all the members who attended the meeting in person participated, and we were able to complete everything during this one session.