

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: Punalights

LOCATION: Punalights

DATE: December 20, 2022 TIME: 7:00 to 10:00

CHAIRPERSON Alyssa Oshiro ADVISOR: Stanward Oshiro

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	Alyssa Oshiro	12				7:00	10:00	3
2								
3								
4								
5								
6								
7								
8								
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?		
X		1	Yes	X	No

**PROJECT REPORT FORM (PRF)**

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<b>Spent:</b>		<b>Total Hours:</b>	<b>Flyers, Brochures, etc?</b>		
X	Punalights	3	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! ☺

Preparation involved grabbing the flashlights, checking walkie-talkies, opening the empty bins for food donations, and checking the displays. Only one member showed up (the chairperson). However, the member had to wait at the intersection of the street and the 2 areas for the cars to park at. When instructed to by the other traffic controllers, the member had to send a car to the respected area. As they waited, the member would collect the food donations to the Hawaii Food Basket for if any cars had any. This project was kind of successful as they were able to help the community by collected food and money donations to the Hawaii Food Basket and also providing free entertainment.