

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: Waiakeawaena Elementary Fundraiser

LOCATION: Waiakeawaena Elementary School Andrew's Gym

DATE: May 2nd 2021 **TIME:** 10:00 **to** 3:30

CHAIRPERSON Tia Terramoto & Chloe Takahashi **ADVISOR:** Ms. Sato

CONTACT INFO: _____ **PROJECT ATTIRE:** Key Club Uniform

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	Tia Terramoto	11				9:45 am	2:30 pm	4.75
2	Chloe Takahashi	9				10 am	3:30 pm	5.5
3	Charis Cook	11				10 am	3:30 pm	5.5
4	Emily Sakamoto	11				9:45 am	3:25 pm	5.75
5	Alani Moore	9				10 am	3:26 pm	5.5
6	Lina Miyazaki	9				10:15 am	3:26 pm	5.25
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?			
		6	x	Yes		No

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Spent:		Total Hours:	Flyers, Brochures, etc?			
		32.25		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! ☺

On May 2, 2021, our Key Clubbers helped Waiakeawaena Elementary School with their fundraiser. We helped put together orders of either chips or cookies and brought them down from the gym to the parking lot. I think this project was successful because we all worked together and no mistakes were made when the orders were put together. Yes, we should do this project again because although it was a lot of hard work carrying the boxes it was still really fun.