

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

PROJECT NAME: Thanksgiving Cards for Senior Citizens

LOCATION: WHS

DATE: 11/10-11/27/24 **TIME:** Non instructional times **to**

CHAIRPERSON Jamie Labasan and Rayne Kusano **ADVISOR:** Sato

CONTACT INFO: **PROJECT ATTIRE:** n/a

PHONE NUMBER PHONE NUMBER

NOTES:

K-Family	<input checked="" type="checkbox"/>	Kiwanis Sponsor Event	<input type="checkbox"/>	Division Project	<input type="checkbox"/>	Major Emphasis	<input type="checkbox"/>	Interclub	<input checked="" type="checkbox"/>
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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	Jamie Labasan	11						10
2	Keiari Weaver	10						1
3								
4								
5								
6								
7								
8								
9								
10								
11								
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?			
n/a			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Spent:	K-Family, Hale Anunuenue	Total Hours:	Flyers, Brochures, etc?		
n/a			Yes	z	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 took place on our Connect the K's Social which was held on November 10, 2024. At our social event it was a part of our service project. We asked members if they could make thanksgiving cards with a sweet message for senior citizens to read. Members from our K family were able to contribute to at least one card. This project later continued to be worked on after the social by our club members which helped us to make a total of 85 cards for our senior citizens friends at Hale Anuenue! On the day of thanksgiving our club president dropped off the cards to Hale Anuenue and personally handed them to each resident. They were very appreciative and happy! Overall this project was very successful and we thank everyone who had contributed to making a card!