

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2025-2026

PROJECT NAME: KTA Food Demos
LOCATION: KTA (Puainako)
DATE: 10/04 **TIME:** 9:30 AM **to** 1:15 PM
CHAIRPERSON David Kildahi & Satrina Takai **ADVISOR:** Mrs.Sato
CONTACT INFO: _____ **PROJECT ATTIRE:** Any Key Club shirt & long pants
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	Satrina Takai	9				9:30 AM	1:15 PM	3.75
2	David Kildahi	9				9:30 AM	1:15 PM	3.75
3	Johnny Anguiano-Vega	9				9:30 AM	1:15 PM	3.75
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FUNDS	PROJECT	HOURS	SCRAPBOOK		
Raised:	Who was the project done with?	Total Members:	Pictures?		
N/A		3	X	Yes	No
Spent:	KTA (Puainako)	Total Hours:	Flyers, Brochures, etc?		
N/A		11.25		Yes	X

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! ☺
 We set up the tables for the food demos by putting on the table cloth, prepping the food that was being sampled, & collecting necessary items such as small spoons & cups for the samples & napkins. Served small scoops of various Meadow Gold ice cream flavors such as Kona Coffee, Strawberry, Mint Chip, etc, people were also allowed to have either caramel, strawberry, chocolate syrup, or sprinkles w/ the ice cream if they wanted it. The project was successful! We should definitely do this project again.