

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

PROJECT NAME: Children's Justice Center Car Wash

LOCATION: Minit Stop (across KTA)

DATE: August 24, 2024 **TIME:** 8:30am **to** 2:00pm

CHAIRPERSON Gloria Ooka & Olivia Ooka **ADVISOR:** Sato, Kari

CONTACT INFO: (808) 430-0965 (808) 430-4378 **PROJECT ATTIRE:** Key Club Shirt

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 | Gloria Ooka | 10 | (808)430-0695 | X | | | | |
| 2 | Olivia Ooka | 10 | (808)430-4378 | X | | | | |
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| <u>FUNDS</u> | <u>PROJECT</u> | <u>HOURS</u> | <u>SCRAPBOOK</u> |
|----------------|---------------------------------------|-----------------------|------------------|
| Raised: | Who was the project done with? | Total Members: | Pictures? |
| | | | Yes No |

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|---------------|--|---------------------|--------------------------------|-----|--|----|
| Spent: | | Total Hours: | Flyers, Brochures, etc? | | | |
| | | | | 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! ☺