

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2019-2020

PROJECT NAME: Hilo Medical Center Vaccination Clinic

LOCATION: Edith Kanakaole Stadium

DATE: Saturday May 15, 2021

TIME: 7:00 a.m.

to

12:00 p.m.

CHAIRPERSON Serena Camarillo & Charis Cook

ADVISOR:

Sato

CONTACT INFO:

PROJECT ATTIRE:

Volunteer T-Shirt/Any Key Club 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	Serena Camarillo	11				7:00	12:00	5
2	Charis Cook	11				7:00	12:00	5
3	Michelle Cabanting	11				7:00	12:30	5 ½
4	Allyza Urbien	11				7:00	12:30	5 ½
5	Kymi Hashimoto	11				7:00	12:00	5
6	Paul Brilhante	10				7:00	12:30	5 ½
7	Nathan Sewake	10				7:00	12:00	5
8	Jade Brilhante	11				7:00	12:00	5
9	Lisa Miyazaki	11				7:00	12:00	5
10	Tiffany Takiguchi	11				7:00	12:00	5
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

FUNDS	PROJECT	HOURS	SCRAPBOOK		
Raised:	Who was the project done with?	Total Members:	Pictures?		
			Yes		No

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<i>Spent:</i>		<i>Total Hours:</i>	<i>Flyers, Brochures, etc?</i>			
				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! ☺

No preparation was needed on our part. Our members did one of three jobs. One job was being a runner, where members delivered supplies to the people giving the vaccinations. Another job was sorting the forms of all the people who came through based on the time that they got vaccinated. The final job was sanitising the chairs after the people getting vaccinated had left. The project was successful and we had enough people and I think we should do it again, if necessary.