

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: KWXX Downtown Ho'olaulea 1st Shift

LOCATION: Downtown Hilo (Haili St.)

DATE: January 28, 2023 **TIME:** 1:00pm **to** 4:00pm

CHAIRPERSON Alyssa Oshiro & Madison Calaway **ADVISOR:** Justin Tabilang

CONTACT INFO: _____ **PROJECT ATTIRE:** Key Club Shirt
PHONE NUMBER PHONE NUMBER

NOTES: ****Involves a LOT of lifting**

| | | | | |
|-----------------|------------------------------|-------------------------|-----------------------|------------------|
| K-Family | Kiwanis Sponsor Event | Division Project | Major Emphasis | Interclub |
|-----------------|------------------------------|-------------------------|-----------------------|------------------|

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 | Alyssa Oshiro | 12 | | | | 1:00 | 3:15 | 2.25 |
| 2 | Madison Calaway | 11 | | | | 1:00 | 3:15 | 2.25 |
| 3 | Taylor Harper | | | | | 1:00 | 3:15 | 2.25 |
| 4 | Lily Pa | 10 | | | | 1:00 | 3:15 | 2.25 |
| 5 | Basil Cain | 11 | | | | 1:00 | 3:15 | 2.25 |
| 6 | Kaylee Brower | 11 | | | | 1:00 | 3:15 | 2.25 |
| 7 | Rachel Tao | 12 | | | | 1:00 | 3:15 | 2.25 |
| 8 | Eli Kanno | 12 | | | | 1:00 | 3:15 | 2.25 |
| 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? | | | |
| X | | 8 | X | Yes | | No |

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Waiākea High School Key Club 2021-2022

| Spent: | KWXX | Total Hours: | Flyers, Brochures, etc? | | |
|---------------|------|---------------------|--------------------------------|-----|---|
| X | | | 18 | 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! ☺

On January 28, 2023, members arrived in the afternoon to assist KWXX with their set up for the 27th annual Ho'olaulea, a music festival. We were given the job to set up metal barricades at the Haili and Kalakaua stages. Half of our members (4) went to each stage to work together. As sets of 2, we lifted each barricade to their spot and aligned them. After all of the barricades were in their respective spots, we linked them all together. It was a lot of hard work to lift the barricades, but we managed to complete it earlier than expected. This project was definitely successful and we should help again. Our services were appreciated for the music festival later in the night.