

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: Healthy Keiki Fun Run/Bead Kit Preparation

LOCATION: Waiākea High School

DATE: Saturday, December 9th, 2023

TIME: 8AM

to 11AM

CHAIRPERSON Tiffany Wong & Marli Mason

ADVISOR: Ms. Sato/Dr. Higa

CONTACT INFO:

PHONE NUMBER

PHONE NUMBER

PROJECT ATTIRE:

Key Club Shirt

NOTES:

K-Family		Kiwanis Sponsor Event		Division Project		Major Emphasis	X	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	Tiffany Wong	11				7:30	10:45	3.25
2	Marli Mason	12				7:30	10:45	3.25
3	Abigail Jensen	12				7:30	10:45	3.25
4	Basil Cain	12				7:30	10:45	3.25
5	Staricia Makuakane-Jarrell	12				7:30	10:45	3.25
6	Noah Gagne	9				7:30	10:45	3.25
7	Rayne Kusano	10				7:36	10:45	3.25
8	Rylan Colbert	11				7:30	10:45	3.25
9	Finn Cole	10				1:45	2:45	1
10	Nate Jensen	10				1:45	2:45	1
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

FUNDS	PROJECT	HOURS	SCRAPBOOK			
Raised:	Who was the project done with?	Total Members:	Pictures?			
X		10	X	Yes		No

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Spent:		Total Hours:	Flyers, Brochures, etc?		
X	WHS Health Academy WHS Health & Wellness Club	28		Yes	X 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! ☺