

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_  
 DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ to \_\_\_\_\_  
 CHAIRPERSON \_\_\_\_\_ ADVISOR: \_\_\_\_\_  
 CONTACT INFO: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ PROJECT ATTIRE: \_\_\_\_\_  
 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								
2								
3								
4								
5								
6								
7								
8								
9								
10								
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! ☺