

KEY CLUB

REGION 18 | DIVISION 22M

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

PROJECT NAME: Walk-With-a-Doc

LOCATION: Lili'uokalani Gardens

DATE: 4/11/24 **TIME:** 7:30am **to** 9:00am

CHAIRPERSON Jamie Labasan and Nova Stickley **ADVISOR:** Sato

CONTACT INFO: _____ **PROJECT ATTIRE:** Key club workshirt

_____ 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	Jamie Labasan	11				7:30	9:00	1.5
2	Nova Stickley	11				7:30	9:00	1.5
3	Taylor Beatyy	9				7:30	9:00	1.5
4	Kailani Kawamoto	9				7:30	9:00	1.5
5	Rayne Kusano	11				7:30	9:00	1.5
6	Ethan-James Matsumura	9				7:30	9:00	1.5
7								
8								
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?			
\$0		6	x	Yes		No

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Spent:	Walk-With-A-Doc	Total Hours:	Flyers, Brochures, etc?		
\$0		9	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> 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! ☺

At this project we helped to set up tables and pass out water to those who were walking. We also had the opportunity to listen in on advice about good stretches to do before doing activities. After the Doctor gave information about that topic we walked laps around the park. Overall this project was very successful and i think we should continue to hold this project!