

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: Blanket Making

LOCATION: \_\_\_\_\_

DATE: August TIME: \_\_\_\_\_ to \_\_\_\_\_

CHAIRPERSON Tiffany Wong ADVISOR: Sato

CONTACT INFO: \_\_\_\_\_ PROJECT 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	Tiffany Wong	9						2.5
2	Charis Cook	12						2.5
3	Rachel Tao	11						3.25
4	Teryn Tominaga	12						1.25
5	Chloe Takahashi	10						5.25
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?		
N/A		5	Yes	X	No

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<b>Spent:</b>		<b>Total Hours:</b>	<b>Flyers, Brochures, etc?</b>		
N/A		14.75	<input type="checkbox"/>	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! ☺

During this project, members cut and tied sheets of fleece to create no-sew blankets. Materials such as fabric and templates were provided by Mrs. Sato. In total, 6 blankets were made. I think we should continue doing this project.