

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: EHCC Haunted House.
LOCATION: EHCC
DATE: 10/23/22 **TIME:** 1pm **to** 4pm
CHAIRPERSON Daniel Nucci & Rayne Kusano **ADVISOR:** Kari Sato
CONTACT INFO: PHONE NUMBER PHONE NUMBER **PROJECT ATTIRE:** key club shirt or costume
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	Rayne Kusano	9				1:00	3:55	3
2	Daniel Nucci	9				1:00	3:55	3
3	Tayleigh Narimatsu	9				1:00	3:55	3
4	Zoe Hiraе	9				1:00	3:55	3
5	Alexis Nicolas	9				1:00	3:55	3
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FUNDS	PROJECT	HOURS	SCRAPBOOK			
Raised:	Who was the project done with?	Total Members:	Pictures?			
		5	x	Yes		No

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Spent:	East Hawaii Cultural Center	Total Hours:	Flyers, Brochures, etc?			
		15 hours	x	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! ☺

The preparation that was involved was that we helped set up the tables and supplies. At the project we had made little crafts and helped others with making crafts. Yes the project was successful. I think we should do this again because it was very successful.