

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: Graduation Parking Lot Help
LOCATION: Edith Kanaka'ole Stadium
DATE: May 20, 2023 **TIME:** 2:00pm **to** 6:00pm
CHAIRPERSON Basil Cain & Iori Furuata **ADVISOR:** Sato
CONTACT INFO: PHONE NUMBER PHONE NUMBER **PROJECT ATTIRE:** Key Club Shirt
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	Basil Cain	11				2:00pm	7:00pm	5
2	Iori Furuata	11				2:00pm	3:00pm	1
3	Madison Calaway	11				2:00pm	6:00pm	4
4	Lotus Lacks-Park	11				2:00pm	6:00pm	4
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FUNDS	PROJECT	HOURS	SCRAPBOOK		
Raised:	Who was the project done with?	Total Members:	Pictures?		
X		4	Yes	X	No

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Spent:		Total Hours:	Flyers, Brochures, etc?		
X	X	14	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! ☺

For this project, the members involved first attended a meeting in advance to learn the layout of the parking lot and become familiar with what they would do. On the day of the project, members arrived early to the graduation and set up signs to mark parking spots. We then directed cars to where they could park. This project was a success as we were able to make the parking lot more organized. We should continue to do this project because it is necessary to manage parking when handling graduation.