

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: Bunka No Hi Parade event

LOCATION: Sangha Hall

DATE: TIME: 10:00 am to 2:00 pm

CHAIRPERSON Kaylee Brower and Aiden Talich

ADVISOR: Ms.Sato

CONTACT INFO:

PROJECT ATTIRE: Key Club Shirt

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	Camila Megargel	9				10:05	2:04	4
2	Aiko Bresnnhson	9				10:00	2:25	4.25
3	Maiyah Panis-Wong	11				10:00	2:25	4.25
4	Priscilla Mow	11				10:00	2:10	4
5	Mari Mason	12				10:00	2:06	4
6	Basil Cain	12				10:00	2:10	4
7	Dayvan Wong	9				10:00	2:10	4
8	Tiffany Wong	11				11:58	2:26	3.25
9	Daylilah Oshiro	9				10:13	2:05	4
10	Celina Chen	11				10:00	2:10	4
11	Charity Ju	9				10:18	2:04	4
12	Tayleigh Narimatsu	10				10:00	2:00	4
13	Kaelyn Sewake	10				10:00	2:04	4
14	Jamie Labaran	10				10:00	2:10	4
15	Zoe Hirae	10				10:00	2:04	4
16	Lotus Lack-Park	12				10:00	11:25	1.25
17	Iori Furuata	12				1:30	2:00	.30
18								
19								
20								

FUNDS	PROJECT	HOURS	SCRAPBOOK			
Raised:	Who was the project done with?	Total Members:	Pictures?			
\$0		16	x	Yes		No

**PROJECT REPORT FORM (PRF)**

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<b>Spent:</b>	Key Club members, Varying grades	<b>Total Hours:</b>	<b>Flyers, Brochures, etc?</b>		
\$0		68.30		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! ☺

The preparation needed to start this project was to gather everyone at a certain place to start walking to where the parade was going to start, bringing garbage bags to replace full bags, and bringing water just in case it got too hot. We helped take out rubbish bags and replaced them with new ones, moved things if something needed to be moved, marched in the parade that took place at this event, and also helped clean up things such as putting away the chairs and sweeping the floor.. This project was very successful with little to no problems and we should definitely do this project next year!