

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2025-2026

PROJECT NAME: Teacher Appreciation Goodie Bags

LOCATION: WHS Library and Q201

DATE: Tuesday, July 22, 2025

TIME: 3:00

to 3:30

CHAIRPERSON: Jamie Labasan

ADVISOR: Sato

CONTACT INFO:

PROJECT ATTIRE: Any key club shirt

PHONE NUMBER

PHONE NUMBER

NOTES:

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 on the club website: 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 at least 2 pictures of Key Club members working at the project (do not get members of the public w/o their permission!)
- ☐ PRF must be complete on the website NO LATER THAN 1 WEEK after the project but before the last day of the month.
- ☐ 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	Dayvan Wong	11						0.5
2	Lilian Tao	10						0.5
3	Satrina Takai	9						0.5
4	Rayne Kusano	12						0.5
5	Luke Enriquez	9						0.5
6	Mihoko Tanka	11						1
7	Annie Huynh	11						0.5
8	Jamie Labasan	12						1
9	Shannon Eckert	10						0.5
10	Katalina Doratt	10						0.5
11	Gloria Ooka	11						0.5
12	Afraah Hassam	11						0.5
13	Mari Hata	10						0.5
14	EJ Matsumura	10						0.5
15								
16								
17								
18								
19								
20								

FUNDS	PROJECT	HOURS	SCRAPBOOK
Raised:	Who was the project done with?	Total Members:	Pictures?
n/a		14	Yes x No
Spent:	WHS Key Club	Total Hours:	Flyers, Brochures, etc?
n/a		8	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 for this project involved organizing materials and coordinating with club members to ensure participation. Members assisted in assembling goodie bags filled with dry erase markers, an eraser, a plastic turtle charm, a sticky note, and a message indicating that the gifts were from the WHS Key Club.

Additionally, we created separate bags for staff and faculty members, which included a bee keychain and a personalized note.

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Overall, the project was highly successful. Members worked diligently after our membership meeting to complete all goodie bags efficiently. Given the positive feedback from teachers and faculty, we recommend organizing this project again in the future.