

KEY CLUB

REGION 18 | DIVISION 22M

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

PROJECT NAME: Big Island International Marathon Equipment Collection and Finish Line Breakdown
LOCATION: Hilo Hawaiian Hotel Parking Lot
DATE: Sunday, March 16th, 2025 **TIME:** 10:00 AM **to** 3:00PM
CHAIRPERSON Liko Godinez-Morrison & Caleigh Cook **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	Liko Godinez-Morrison	9	-	-	-	9:45	3:15	5.5
2	Caleigh Cook	10	-	-	-	10:00	3:00	5
3	Shannon Eckert	9	-	-	-	10:10	3:00	4.75
4	Taylor Beatty	9	-	-	-	10:00	3:00	5
5	Keiari Weaver	10	-	-	-	10:00	3:00	5
6	Afraah Hassan	10	-	-	-	10:00	3:00	5
7	Jake Otani	11	-	-	-	10:15	3:00	4.75
8	Kaimana Feliciano	9	-	-	-	10:00	3:00	5
9	Kailani Kawamoto	9	-	-	-	10:00	3:00	5
10	Emily Vo	9	-	-	-	10:30	3:00	4.5
11	Gloria Ooka	10	-	-	-	10:00	3:00	5

FUNDS	PROJECT	HOURS	SCRAPBOOK
Raised:	Who was the project done with?	Total Members:	Pictures?
N/a		11	Yes x No
Spent:	Big Island International Marathon	Total Hours:	Flyers, Brochures, etc?
N/a		10.5	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! ☺
 No prep was involved for this project, we cleaned up the area and helped move items and equipment to vehicles to bring back to the owner. The project was successful and we should do it again.