

## PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: SGA Lei Making Month on August

LOCATION: At home or in Satos

DATE: Month of August

TIME:

to

CHAIRPERSON Jamie Labasan

ADVISOR:

Sato

CONTACT INFO:

PROJECT ATTIRE:

none

PHONE NUMBER

PHONE NUMBER

NOTES:

K-Family		Kiwanis Sponsor Event		Division Project		Major Emphasis		Interclub	
----------	--	-----------------------	--	------------------	--	----------------	--	-----------	--

## 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	# OF RIBBION	# OF LEIS	HRS.
1	Abby Jensen	12				7	6	4.25
2	Rayne Kusano	10				0	1	1.75
3	Marli Mason	12				4	0	2
4	Jamie Labasan	10				0	4	2
5	Lina Miyazaki	12				1	0	1.75
6	Tiffany Wong	11				0	2	1
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

FUNDS	PROJECT	HOURS	SCRAPBOOK		
Raised:	Who was the project done with?	Total Members:	Pictures?		
N/A		6	Yes	x	No

**PROJECT REPORT FORM (PRF)**

Waiākea High School Key Club 2021-2022

<b>Spent:</b>		<b>Total Hours:</b>	<b>Flyers, Brochures, etc?</b>		
N/A	WHS SGA	12.75		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! ☺

During this project members were asked to help cut up ribbon in Mrs. Satos Room, and had an option to take home to make the leis. I'd say that this project was a success as we were able to make a great amount of leis let alone just in August. I highly recommend that we continue having this project every month because not only does it benefit our student government association, but it also gives our members opportunities to make their hours!