

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: May UNICEF MathQuiz

LOCATION: _____

DATE: _____ **TIME:** _____ **to** _____

CHAIRPERSON Kaia Fujinaka **ADVISOR:** _____

CONTACT INFO: _____ **PROJECT ATTIRE:** _____

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 | SIGN-IN | SIGN-OUT | HRS. |
|----|----------------|-----|-----------|-------|--------|---------|----------|------|
| 1 | Hannah Jacinto | 10 | | | | | | 2 |
| 2 | Kaia Fujinaka | 11 | | | | | | 4 |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |
| 17 | | | | | | | | |
| 18 | | | | | | | | |
| 19 | | | | | | | | |
| 20 | | | | | | | | |

| <u>FUNDS</u> | <u>PROJECT</u> | <u>HOURS</u> | <u>SCRAPBOOK</u> | |
|----------------|---------------------------------------|-----------------------|------------------|----|
| Raised: | Who was the project done with? | Total Members: | Pictures? | |
| | | | Yes | No |

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| <i>Spent:</i> | | <i>Total Hours:</i> | <i>Flyers, Brochures, etc?</i> | | | |
|---------------|--|---------------------|--------------------------------|-----|--|----|
| | | | | Yes | | 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! ☺