

☐ PROJECT REPORT FORM ☐

**Name of
Service Project:**
**Event
Date:**
**Submission
Date:**

Simply populate the highlighted fields and it'll do the rest! Extra points for you will be automatically evaluated.

☐ PART I (Sign-Ins & Sign-Outs) ☐

☐ PRO CAP CHECKLIST ☐

Check each item off as you complete them!

PROJECT CAPTAIN(S), please sign-in below:

☐

Sign in and sign out volunteers during the event!

Name
4 Digit ID
Time In
Time Out
Hours
Minutes
Points*

1

0.00

0

0

2

0.00

0

0

☐

Fill out all 3 parts (part 4 if applicable) on this PRF!

PROJECT VOLUNTEERS, please sign-in below:

Name
4 Digit ID
Time In
Time Out
Hours
Minutes
Points

1

0.00

0

0

2

0.00

0

0

3

0.00

0

0

4

0.00

0

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5

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12

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13

0.00

0

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14

0.00

0

0

15

0.00

0

0

☐

Send the group picture that you took (if you did) to locksmith@stuykc.org!

☐

[Send those who came to the event the Event Evaluation Form if you haven't ask them to fill it out in person!](#)

☐

Send the PRF to stuyvesantkeyclub@gmail.com!

☐

Bonus Points if you send the PRF within a week of the event!

Each Box = 5 Points, Completing Everything = 30 Points!

* Points shown for Project Captain(s) are 30 points extra, assuming that Project Captain(s) completed everything on the checklist in time.

SUBTOTAL
0.00
0
0

The subtotal above is for 15 volunteers and project captain(s). If there were more than 15 volunteers, continue on Part IV!

☐ PART II (Some Simple Questions) ☐

Write a little bit about the event. Please describe some of the type of volunteer work the other volunteers and you did (i.e. raise money, walk, cheer, etc.)

Please rate the event (on a scale of 1 to 10) and explain your ratings.

Was any volunteer disruptive? Were there any problems? How can this project be improved?

What other Key Clubs (if any) were at the event?

☐ **Part III (Briefly verify calculations)** ☐

# Project Captains	# Regular Volunteers	Volunteers Total
0	0	0
Hours in Part I	Hours in Part IV	Total Hours
0.00	0.00	0.00
Minutes Part I	Minutes Part IV	Total Minutes
0	0	0
Points Part I	Points Part IV	Total Points
0	0	0

☐ **PART IV (More Sign-In & Sign-Outs)** ☐

	Name	ID	Time In	Time Out	# Hours	Minutes	Points
16					0.00	0	0
17					0.00	0	0
18					0.00	0	0
19					0.00	0	0
20					0.00	0	0
21					0.00	0	0
22					0.00	0	0
23					0.00	0	0

24					0.00	0	0					
25					0.00	0	0					
26					0.00	0	0					
27					0.00	0	0					
28					0.00	0	0					
29					0.00	0	0					
30					0.00	0	0					
31					0.00	0	0					
32					0.00	0	0					
33					0.00	0	0					
34					0.00	0	0					
35					0.00	0	0					
36					0.00	0	0					
37					0.00	0	0					
38					0.00	0	0					
39					0.00	0	0					
40					0.00	0	0					
41					0.00	0	0					
42					0.00	0	0					
43					0.00	0	0					
44					0.00	0	0					
45					0.00	0	0					
46					0.00	0	0					
47					0.00	0	0					
48					0.00	0	0					
49					0.00	0	0					
50					0.00	0	0					
51					0.00	0	0					
52					0.00	0	0					
53					0.00	0	0					
54					0.00	0	0					
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57					0.00	0	0					
58					0.00	0	0					
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64					0.00	0	0					
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66					0.00	0	0					
67					0.00	0	0					
68					0.00	0	0					
69					0.00	0	0					
70					0.00	0	0					
71					0.00	0	0					
72					0.00	0	0					
73					0.00	0	0					
74					0.00	0	0					
75					0.00	0	0					
76					0.00	0	0					
77					0.00	0	0					
78					0.00	0	0					
79					0.00	0	0					
80					0.00	0	0					
81					0.00	0	0					
82					0.00	0	0					
83					0.00	0	0					
84					0.00	0	0					
85					0.00	0	0					
86					0.00	0	0					
87					0.00	0	0					
88					0.00	0	0					
89					0.00	0	0					
90					0.00	0	0					
91					0.00	0	0					
92					0.00	0	0					
93					0.00	0	0					
94					0.00	0	0					
95					0.00	0	0					
96					0.00	0	0					
97					0.00	0	0					
98					0.00	0	0					
99					0.00	0	0					
100					0.00	0	0					
101					0.00	0	0					
102					0.00	0	0					
103					0.00	0	0					

104					0.00	0	0					
105					0.00	0	0					
106					0.00	0	0					
107					0.00	0	0					
108					0.00	0	0					
109					0.00	0	0					
110					0.00	0	0					
111					0.00	0	0					
112					0.00	0	0					
113					0.00	0	0					
114					0.00	0	0					
115					0.00	0	0					
116					0.00	0	0					
117					0.00	0	0					
118					0.00	0	0					
119					0.00	0	0					
120					0.00	0	0					
121					0.00	0	0					
122					0.00	0	0					
123					0.00	0	0					
124					0.00	0	0					
125					0.00	0	0					
126					0.00	0	0					
127					0.00	0	0					
128					0.00	0	0					
129					0.00	0	0					
130					0.00	0	0					
131					0.00	0	0					
132					0.00	0	0					
133					0.00	0	0					
134					0.00	0	0					
135					0.00	0	0					
136					0.00	0	0					
137					0.00	0	0					
138					0.00	0	0					
139					0.00	0	0					
140					0.00	0	0					
141					0.00	0	0					
142					0.00	0	0					
143					0.00	0	0					

144					0.00	0	0					
145					0.00	0	0					
146					0.00	0	0					
147					0.00	0	0					
148					0.00	0	0					
149					0.00	0	0					
150					0.00	0	0					
151					0.00	0	0					
152					0.00	0	0					
153					0.00	0	0					
154					0.00	0	0					
155					0.00	0	0					
156					0.00	0	0					
157					0.00	0	0					
158					0.00	0	0					
159					0.00	0	0					
160					0.00	0	0					
161					0.00	0	0					
162					0.00	0	0					
163					0.00	0	0					
164					0.00	0	0					
165					0.00	0	0					
166					0.00	0	0					
167					0.00	0	0					
168					0.00	0	0					
169					0.00	0	0					
170					0.00	0	0					
171					0.00	0	0					
172					0.00	0	0					
173					0.00	0	0					
174					0.00	0	0					
175					0.00	0	0					
176					0.00	0	0					
177					0.00	0	0					
178					0.00	0	0					
179					0.00	0	0					
180					0.00	0	0					
181					0.00	0	0					
182					0.00	0	0					
183					0.00	0	0					

184					0.00	0	0					
185					0.00	0	0					
186					0.00	0	0					
187					0.00	0	0					
188					0.00	0	0					
189					0.00	0	0					
190					0.00	0	0					
191					0.00	0	0					
192					0.00	0	0					
193					0.00	0	0					
194					0.00	0	0					
195					0.00	0	0					
196					0.00	0	0					
197					0.00	0	0					
198					0.00	0	0					
199					0.00	0	0					
200					0.00	0	0					
201					0.00	0	0					
202					0.00	0	0					
203					0.00	0	0					
204					0.00	0	0					
205					0.00	0	0					
206					0.00	0	0					
207					0.00	0	0					
208					0.00	0	0					
209					0.00	0	0					
210					0.00	0	0					
211					0.00	0	0					
212					0.00	0	0					
213					0.00	0	0					
214					0.00	0	0					
215					0.00	0	0					

There's no way you can possibly have more than 200 volunteers ;) If there is, fill out a separate PRF .o.