

Project Plan Summary



St. Theresa Catholic School
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Principal: Lorne Monaghan

Project name:	Art Option
Person responsible:	Stefanie Kaiser
Purpose and timelines:	Parents will be notified of Art Fee on fee invoice.
Revenue to collect:	Money collected from parents via school fees
Items/Services to be purchased:	Art supplies for the course.
Surplus/Deficit Handling Plan:	All funds collected will be spent on the art program

Project name:	Badminton Teams
Person responsible:	Proulx, Dan
Purpose and timelines:	At the beginning of the season, parents will be notified via newsletter of the fees to be charged and the breakdown of the fees.
Revenue to collect:	Money collected from parents of team members
Items/Services to be purchased:	Uniform shirts, transportation, tournament fees, sub costs, EICS sport council fees
Surplus/Deficit Handling Plan:	Remaining funds at year end will be used for a team party. Parents will be informed of this intent in the newsletter sent at the beginning of the year.

Project name:	Bennett Centre
Person responsible:	Davison, Kurt
Purpose and timelines:	Fee for Bennett Centre field trips added to fee invoices
Revenue to collect:	Money collected from parents
Items/Services to be purchased:	Various field trips to Bennett Centre
Surplus/Deficit Handling Plan:	No surplus will be incurred, as cost is known prior to invoicing

Project name:	Book Fair
Person responsible:	Merrick, Virginia
Purpose and timelines:	Fees are required to be charged to participants
Revenue to collect:	Sale of books and merchandise
Items/Services to be purchased:	Purchase of equipment and supplies to grow the library program.
Surplus/Deficit Handling Plan:	Purchase of equipment and supplies to grow the library program.

Project name: Bowling Field Trip
Person responsible: Shannon Chalifoux
Purpose and timelines: Year end field trips often include going bowling, will be communicated via letter home
Revenue to collect: Fee collected from parents
Items/Services to be purchased: Bowling alley admission and transportation
Surplus/Deficit Handling Plan: No surplus should be accumulated

Project name: Boys Basketball Team
Person responsible: Proulx, Dan
Purpose and timelines: Fees are required to be charged to members of the basketball team in order to cover the costs of uniforms (tshirts), transportation, subcosts, tournament fees, out of town tournaments, wrap up party. Parents will be assessed a team fee and a fee for the costs of tournaments entered
Revenue to collect: Fees charged to parents
Items/Services to be purchased: t-shirts, transportation, sub costs, tournaments, accommodations, EICS league fees
Surplus/Deficit Handling Plan: Remaining funds at the end of the year will be used for an end of the year party for all of the basketball teams. Parents will be informed of this intent at the parent team meeting sent at the beginning of the year. If the surplus is large, then parents will be refunded a portion of their fees.

Project name: Boys Volleyball Team
Person responsible: Proulx, Dan
Purpose and timelines: At the beginning of the season, parents will be notified via newsletter of the fees to be charged and the breakdown of the fees.
Revenue to collect: Money collected from parents of team members
Items/Services to be purchased: Uniforms, transportation, tournament fees, sub costs, EICS sport council fees
Surplus/Deficit Handling Plan: Remaining funds at year end will be used for a team party. Parents will be informed of this intent in the newsletter sent at the beginning of the year. Large surplus will be refunded.

Project name: BP Energy Grant
Person responsible: Davison, Kurt
Purpose and timelines: Parents are not providing funds. Teachers won a grant from BP Energy who is providing the funds to the teachers/school. The timeline and purpose were indicated in the initial grant proposal to BP energy.
Revenue to collect: The only revenue for the three projects is received from BP energy. No parents are charged
Items/Services to be purchased: Technology Possible field trips and bussing PD
Surplus/Deficit Handling Plan: A follow up form will be sent to BP Energy at the end of the year detailing spending and project success/challenges. All money will be spent on the above items

Project name: Business Fair Grade 6
Person responsible: Kaiser, Stefanie
Purpose and timelines: Grade 6 students run a business fair each year in which they market and sell

timelines: their merchandise, with proceeds being donated to a charity or project of their choosing

Revenue to collect: Sales of the products each team is selling

Items/Services to be purchased: Products to be sold are determined by the grade 6 student business teams, in conjunction with their teacher advisors

Surplus/Deficit Handling Plan: After expenses to teams are covered, funds raised are donated to a charity or project of the teams' choosing

Project name: Construction Option

Person responsible: Artymko, Vince

Purpose and timelines: Fees are required to be charged to students enrolled in the construction program in order to cover the costs of materiel, consumables(Sandpaper, screws, etc), equipment and replacement tools. At the beginning of the year, fees will be invoiced to parents.

Revenue to collect: Fees charged to parents

Items/Services to be purchased: costs of materiel, consumables(Sandpaper, screws, etc), equipment and replacement tools

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will be used for the replacement of tools in disrepair.

Project name: Construction/Media Sales

Person responsible: Artymko, Vince

Purpose and timelines: Services provided (i.e. printing, silk screening for team shirts) are invoiced.

Revenue to collect: Invoices provided to teams, etc. when services are provided. No parent fees are charged, as all revenue is generated from services provided.

Items/Services to be purchased: Funds are held in savings to purchase new equipment for the construction and media option programs

Surplus/Deficit Handling Plan: All funds saved will be used for their intended purpose of purchasing new equipment to maintain the quality of the programs offered

Project name: Cross Country Team

Person responsible: Clelland, Shelly

Purpose and timelines: At the beginning of the year, fees will be sent to team members' parents in a newsletter, indicating the breakdown of fees.

Revenue to collect: Fees charged to parents

Items/Services to be purchased: Team T shirts, transportation, meets/tournaments, sub costs

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will be used for a team party; parents will be informed of this intent in the newsletter sent at the beginning of the year.

Project name: Curling Team

Person responsible: Tyrkalo, Shelly

Purpose and timelines: Parents will be notified of Team fees via letters home when their student joins the team.

Revenue to collect: Fees changed to parents and collected through project envelopes

Items/Services to be purchased: Transportation, curling rink rental, team shirts

Surplus/Deficit Handling Plan: Small surplus will be directed to a team party at the end of the curling season. Large surplus, if incurred, will be refunded to parents.

Project name: Design Studies Option
Person responsible: Lesoway, Bill
Purpose and timelines: Parents will be notified of Design Studies Fee on fee invoice.
Revenue to collect: Fees collected from parents via school fee invoices
Items/Services to be purchased: Supplies - balsa wood, glue, cutters, CO2 cars, CO@ cartridges, balsa wood gliders.
Surplus/Deficit Handling Plan: Any surplus will be spent on replenishing supplies for the option

Project name: Drama Option
Person responsible: Pohoreski, Lesia and Rylance, Caterina
Purpose and timelines: Parents will be notified of Drama Fee on fee invoice.
Revenue to collect: Money collected from parents via school fees
Items/Services to be purchased: Variety of school field trips and clinicians, supplies for costumes or set design for drama program run in conjunction with the Performing Arts grade 7 and 8 programs
Surplus/Deficit Handling Plan: Surplus fees of \$10 or more will be refunded

Project name: Elementary Ski Trip
Person responsible: Gregg, Sean
Purpose and timelines: Fees are required to be charged to participants for elementary ski trip.
Revenue to collect: Fees charged to parents
Items/Services to be purchased: Transportation, admittance to hill and rental fee if applicable
Surplus/Deficit Handling Plan: Surplus funds will be directed to other elementary field trip costs.

Project name: Fashions Option
Person responsible: Miskew, Mhairi
Purpose and timelines: Fees are required to be charged to students enrolled in fashion program in order to cover the costs of material, consumables(fabric, thread,etc.), equipment and replacement of scissors etc.. At the beginning of the year, fees will be sent to the parents of the students in their registration packages, indicating the breakdown of the fees charged.
Revenue to collect: fees charged to parents
Items/Services to be purchased: Cost of material, fabric, thread any other consumables, equipment and replacement of machines and provided tools,
Surplus/Deficit Handling Plan: Any surplus will be used to replenish/maintain equipment in the sewing lab.

Project name: Fine Arts Field Trips
Person responsible: Pohoreski, Lesia
Purpose and timelines: Letters will go home with students outlining the field trip and curricular objectives, as well as costs.
Revenue to collect: Students will be charged accordingly for each trip (admission and bussing)
Items/Services to be purchased: This will pay for bussing, and admission to event.

Surplus/Deficit Handling Plan: There will be no surplus as costs are budgeted accordingly.

Project name: Foods Option

Person responsible: Miskew, Mhairi

Purpose and timelines: Fees are required to be charged to students enrolled in foods program in order to cover the costs of consumables (food, saran wrap, etc.), equipment and replacement of broken kitchen equipment. At the beginning of the year, fees will be sent to the parents of the students in their registration packages, indicating the breakdown of the fees charged.

Revenue to collect: fees charged to parents

Items/Services to be purchased: Cost of food, any other consumables, equipment and replacement of kitchen equipment.

Surplus/Deficit Handling Plan: Surplus, if any, will be used to replenish and maintain equipment for the kitchens to maintain the quality of the program.

Project name: Girls Basketball Team

Person responsible: Proulx, Dan

Purpose and timelines: Fees are required to be charged to members of the basketball team in order to cover the costs of uniforms (tshirts), transportation, subcosts, tournament fees, out of town tournaments, wrap up party. Parents will be assessed a team fee and a fee for the costs of the out of town tournament (Tournament fee, accommodation, transportation)

Revenue to collect: Fees changed to parents

Items/Services to be purchased: t-shirts, transportation, sub costs, tournaments, accommodations, EICS league fees

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will be used for an end of the year party for all of the basketball teams. Parents will be informed of this intent at the parent team meeting sent at the beginning of the year. If the surplus is large, then parents will be refunded a portion of their fees.

Project name: Girls Volleyball Team

Person responsible: Proulx, Dan

Purpose and timelines: Fees are required to be charged to members of the volleyball team in order to cover the costs of uniforms (tshirts), transportation, subcosts, tournament fees, out of town tournaments, wrap up party. Parents will be assessed a team fee and a fee for the costs of the out of town tournament (Tournament fee, accommodation, transportation)

Revenue to collect: Fees changed to parents

Items/Services to be purchased: t-shirts, transportation, sub costs, tournaments, accommodations, EICS sport council fees

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will be used for an end of the year party for all of the volleyball teams. Parents will be informed of this intent at the parent team meeting sent at the beginning of the year. If the surplus is large, then parents will be refunded a portion of their fees.

Project name: Golf Team

Person responsible: Davison, Kurt

Purpose and timelines: A letter will be sent home detailing the golf teams lessons prior to the commencement of the activity. Golf team is a voluntary extracurricular activity and will run for approximatly 6 weeks in May/June depending on weather conditions.

Revenue to collect: Fees are collected from the parents of team members.
Items/Services to be purchased: Golf instruction, a final wrap up banquet and 9 holes of golf, prizes for each member of the team
Surplus/Deficit Handling Plan: Any surplus funds will be spent on extra prizes for the team members (ie a golf towel or extra golf balls). The fees are however carefully calculated leaving little surplus to be spent on extra prizes

Project name: Grade 5 Field Trips
Person responsible: Chalifoux, Shannon
Purpose and timelines: Letter home to parents
Revenue to collect: Cost of field trips collected from parents
Items/Services to be purchased: Birch Bay - \$20 Clay for Kids Nov 2018 \$12 Teachers Pet Nov 2018 \$12
Surplus/Deficit Handling Plan: Cost recovery basis only. Should a surplus occur it would be applied to other grade 5 field trips.

Project name: Grade 6 Field trips
Person responsible: Chalifoux, Shannon
Purpose and timelines: Letter home to parents
Revenue to collect: Fees collected from parents
Items/Services to be purchased:
Surplus/Deficit Handling Plan: Cost recovery basis only. Any surplus would be directed to other grade 6 field trip costs

Project name: Grade 7 Field trips
Person responsible: Chalifoux, Shannon
Purpose and timelines: Letter home to parents
Revenue to collect: Fees collected from parents
Items/Services to be purchased:
Surplus/Deficit Handling Plan: Cost recovery basis only. Any surplus would be directed to other grade 7 field trip costs

Project name: Grade 8 Farewell
Person responsible: Stephens, David
Purpose and timelines: Letters home to grade 8 parents will detail the cost of farewell tickets
Revenue to collect: Tickets paid for by attendees
Items/Services to be purchased: Food, flowers, decorations, donation to priest for Liturgy
Surplus/Deficit Handling Plan: Remaining funds will be refunded to parents

Project name: Grade 8 Field Trips
Person responsible: Chalifoux, Shannon
Purpose and timelines: Letters home to parents

Revenue to collect:	Fees collected from parents
Items/Services to be purchased:	Field trip opportunities that arise throughout the year - plan will be updated as these occur
Surplus/Deficit Handling Plan:	Cost recovery basis only. Any surplus funds will be directed to grade 8 farewell costs.
Project name:	Grants Received
Person responsible:	Chalifoux, Shannon
Purpose and timelines:	Various grants are applied for to different foundations
Revenue to collect:	Grants received from various foundations
Items/Services to be purchased:	Each grant will have specific objectives and funds will be spent according the application for that funding
Surplus/Deficit Handling Plan:	All funds will be spent on the required objectives that were submitted with the grant application
Project name:	Hands On Science
Person responsible:	Chalifoux, Shannon
Purpose and timelines:	Parents will be notified via letter home
Revenue to collect:	Fee collected from parents
Items/Services to be purchased:	Science curriculum presentations/workshops done as in-house field trips by Hands On Science
Surplus/Deficit Handling Plan:	Charged on a cost recovery basis only. Should a surplus occur, it will be applied to another field trip for the same students
Project name:	Hawks Winter Warm Up Tournament
Person responsible:	Proulx, Dan
Purpose and timelines:	Fees are charged to teams entering the tournament. Information on money allocation will be provided in the tournament newsletter. This serves to promote athletics and physical wellness.
Revenue to collect:	Fees charged to teams entering the tournament, no parent fees are collected.
Items/Services to be purchased:	Officials and scorekeeper fees, concession supplies, promotional items, tournament prizes
Surplus/Deficit Handling Plan:	Remaining funds at the end of the tournament will be carried over to future Hawks Winter Warm Up Tournaments. If there is a deficit we will reallocate money from past athletics surplus. When sufficient funds exist from tournament proceeds, the funds will be used to purchase new and/or replacement phys ed equipment for the school phys ed program.
Project name:	Jasper Ski Trip
Person responsible:	Stephens, David
Purpose and timelines:	To allow students to experience skiing in the mountains and to enhance the PE program. This trip provides students an opportunity to be taught by experienced instructors and also provides students ample practice time so they can refine their skills.
Revenue to collect:	Fees will be charged to parents.
Items/Services to be purchased:	Funds will cover the costs of bus transportation, hotel, bussing, ski lessons, ski rentals, lift tickets, and swimming.
Surplus/Deficit Handling Plan:	The costs are carefully calculated and little surplus or deficit should occur as a result of this trip. A \$500 surplus will be kept from year to year to be directed

towards any emergencies that may require excess funds during the trip. Any funds outside of that which result in a refund of greater than \$10 per participant will be refunded. Surplus amounts of less than \$10 per participant will be directed to the school's yearly technology lease payment for the computer lab.

Project name: Junior High Year End Trip
Person responsible: Gregg, Sean
Purpose and timelines: Year end field trip for Junior High students has traditionally been a day at Galaxyland or World Water Park. This will be communicated to parents via letter home
Revenue to collect: Fee collected from parents of participating students
Items/Services to be purchased: Transportation and admission to facility
Surplus/Deficit Handling Plan: No surplus should be accumulated, as cost of bus and admission are carefully calculated.

Project name: Knights of Columbus Track Meet
Person responsible: Proulx, Dan
Purpose and timelines: Fees are required to be charged to students for transportation and participation in the District or Zone level track and field meet.
Revenue to collect: Fees charged to parents
Items/Services to be purchased: Transportation and admittance to the meet.
Surplus/Deficit Handling Plan: Surplus funds will be refunded to participants

Project name: Learning Enhancement Projects
Person responsible: Monaghan, Lorne
Purpose and timelines: Optional fee added to school fee invoices
Revenue to collect: School Generated Funds
Items/Services to be purchased: Technology/furniture and equipment for alternative learning spaces within the school, MakerSpace consumables and additional resources to improve our MakerSpace initiative for students.
Surplus/Deficit Handling Plan: All funds collected will be spent on the above.

Project name: Legislature Field Trip
Person responsible: Chalifoux, Shannon
Purpose and timelines: Letter home to students in grade 6
Revenue to collect: Fee collected from parents
Items/Services to be purchased: Transportation to legislature in Edmonton
Surplus/Deficit Handling Plan: No surplus will be accumulated

Project name: Lost Library Books and Texts
Person responsible: Merrick, Virginia
Purpose and timelines: Fees are required to be charged to students who have lost or damaged books that were borrowed or rented from the library.

Revenue to collect:	Fees charged to parents
Items/Services to be purchased:	Replacement of books or repair for the books.
Surplus/Deficit Handling Plan:	Charges will be used to cover the replacement or repair fee.
Project name:	Math Workbooks
Person responsible:	Chalifoux, Shannon
Purpose and timelines:	Option to purchase a math workbook for grades 5 and 6 is indicated on school fees invoice
Revenue to collect:	Parent fees assessed on fee invoices
Items/Services to be purchased:	Math Workbooks for grades 5 and 6 students
Surplus/Deficit Handling Plan:	Fees charged on a cost recovery basis only so no surplus/deficit should occur
Project name:	Media Arts Option
Person responsible:	Artymko, Vince
Purpose and timelines:	Fees are required to be charged to students enrolled in the Media Arts program in order to cover the costs of materiel(sublimation products), consumables(tape, paper, etc), equipment and replacement tools. At the beginning of the year, fees will be sent to the parents of the students in their registration packages, indicating the breakdown of the fees charged.
Revenue to collect:	Fees charged to parents
Items/Services to be purchased:	materiel(sublimation products), consumables(tape, paper, etc), equipment and replacement tools, technology lease program with EICS
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will be used to replace/maintain equipment as needed
Project name:	Movie Field Trip
Person responsible:	Gregg, Sean
Purpose and timelines:	Year end field trips often include a movie at the theatre. Cost will be communicated via letter home to students
Revenue to collect:	Fees collected from parents
Items/Services to be purchased:	Admission to venue, transportation
Surplus/Deficit Handling Plan:	No surplus should be accumulated but if any remains, funds would be put toward an upcoming field trip for the same students
Project name:	Musical Theatre Option
Person responsible:	Pohoreski, Lesia
Purpose and timelines:	Parents will be notified of Fee on fee invoice.
Revenue to collect:	Money collected from parents via school fees
Items/Services to be purchased:	Admission to shows, supplies for the option, workshops done in conjunction with the Performing Arts program
Surplus/Deficit Handling Plan:	Surplus funds greater than \$10 per student will be refunded
Project name:	Outdoor Education 7
Person responsible:	Proulx, Dan

Purpose and timelines: Optional Fees are to be charged to participants in this option to cover the costs of day field trips fees, year end wilderness trip, transportation.
Revenue to collect: Fees charged to parents
Items/Services to be purchased: Field trips,
Surplus/Deficit Handling Plan: Surplus funds greater than \$10 per student will be refunded

Project name: Outdoor Education 8

Person responsible: Proulx, Dan

Purpose and timelines: Optional Fees are to be charged to participants in this option to cover the costs of day field trips fees, year end wilderness trip, transportation,. Fees are added to school invoices

Revenue to collect: Fees charged to parents

Items/Services to be purchased: Field trips,

Surplus/Deficit Handling Plan: Surplus funds of greater than \$10 per student will be refunded

Project name: Performing Arts

Person responsible: Congdon, Sarah and Pohoreski, Lesia

Purpose and timelines: Dance workshops/field ltrips, vocal workshops, various theatre/performing arts workshops (trapeze, stiltwalking, musical theatre), performances in Edmonton as well. Performing arts will also have a Broadway junior musical production at the end of the year. Information given in course outline. Fees collected for entire year, so parents will not be paying anymore.

Revenue to collect: Fees charged to parents on school fee invoices

Items/Services to be purchased: This will pay for bussing, clinicians, costuming, supplies for building sets, rights for performing the musical. (all licensing fees)

Surplus/Deficit Handling Plan: Surplus funds will be used to repair/replace props and equipment used by the students in the course of the program. Fundraising through ticket sales to the public is done to provide funds for theatre improvements

Project name: Performing Arts Ticket Sales

Person responsible: Pohoreski, Lesia

Purpose and timelines: Ticket sales are advertised to division schools and families to purchase tickets for day/evening performances of yearly production by our Performing Arts Students

Revenue to collect: Ticket sales

Items/Services to be purchased: Ticket sale fundraising revenue will be used to upgrade/repair theatre facilities to maintain and improve the quality of our Performing Arts program.

Surplus/Deficit Handling Plan: All revenue collected will be directed to the indicated purpose. Funds may need to be collected over a period of multiple years before there is a sufficient amount collected to use the funds.

Project name: Recreational Basketball Team

Person responsible: Proulx, Dan

Purpose and timelines: Parents will be notified of Team fees via letters home when their student joins the team.

Revenue to collect: Fees charged to parents

Items/Services to Transportation and officiating fees, team t shirts, EICS league fees, tournament

be purchased:	entry fees
Surplus/Deficit Handling Plan:	If there is a small surplus, funds will be used for a team wrap up party. Large surplus amounts will be refunded to participants.
Project name:	Recreational Volleyball Team
Person responsible:	Proulx, Dan
Purpose and timelines:	Parents will be notified of Team fees via letters home when their student joins the team.
Revenue to collect:	Fees charged to parents
Items/Services to be purchased:	Transportation and officiating fees, team t shirts, EICS league fees, tournament entry fees
Surplus/Deficit Handling Plan:	If there is a small surplus, funds will be used for a team wrap up party. Large surplus funds will be refunded to participants.
Project name:	Robotics Option
Person responsible:	Artymko, Vince and Tyrkalo, Shelly
Purpose and timelines:	Parents will be notified of Robotics Fee on fee invoice.
Revenue to collect:	Fee for option added to school fees invoice
Items/Services to be purchased:	Robot kits for the program, technology lease payment to EICS
Surplus/Deficit Handling Plan:	All funds will be used for the program. In years where new robotics kits are purchased, the program will run a deficit, as the kits are usable for multiple years and parent fees are collected over that time period to cover the cost of the supplies.
Project name:	Science Projects
Person responsible:	Boyne, Bill
Purpose and timelines:	Parents notified of fee via letter home
Revenue to collect:	Money collected via school fees
Items/Services to be purchased:	Enhanced Educational Services for science curriculum
Surplus/Deficit Handling Plan:	Cost recovery basis only. Surplus, if any, will be directed to offset the cost of other science projects/supplies
Project name:	Sport for Life
Person responsible:	Davison, Kurt
Purpose and timelines:	Fees are required to be charged to participants in this option to cover the costs of: day field trips fees, transportation, Facilitator instruction, purchase of supplies and equipment (eg. ipads, replenish textbooks and student workbooks, curling equipment, etc), administrative time, and clothing. Fees are invoiced to parents.
Revenue to collect:	Fees charged to parents
Items/Services to be purchased:	Field trips, admission to facilities, transportation, Facilitator instruction costs, purchase of supplies/equipment, administration costs, sub teacher costs, program clothing.
Surplus/Deficit Handling Plan:	All funds will be spent on the program. Deficits may occur on occasion when equipment is purchased that will be used for several years and cost is recovered from fees collected over a period of years.
Project name:	Sport Leadership 8 Option

Person responsible: Gartner, Samantha

Purpose and timelines: Fee for option added to school fee invoices

Revenue to collect: Collected from parents of participating students

Items/Services to be purchased: Field trips, transportation, instructional material for the course

Surplus/Deficit Handling Plan: Surplus amounts over \$10 per student will be refunded

Project name: Sport Performance Option

Person responsible: Proulx, Dan

Purpose and timelines: Fee for option added to school fee invoices

Revenue to collect: Collected from parents of participating students

Items/Services to be purchased: Field trip costs, transportation, instructional materials

Surplus/Deficit Handling Plan: Surplus amounts over \$10 per student will be refunded

Project name: Student Council

Person responsible: Tyrkalo, Shelly

Purpose and timelines: Parents will be notified of Student Council Fee on fee invoice.

Revenue to collect: \$20 per student

Items/Services to be purchased: DJ's for dances, prizes for various activities throughout the year, donations to selected charities through community awareness activities with students, activities and supplies to enhance student leadership and community within the school

Surplus/Deficit Handling Plan: We will manage funds to ensure we do not run a deficit, and any surplus will be spent on/for the students.

Project name: Student Wellness Clubs

Person responsible: Davison, Kurt

Purpose and timelines: These are extracurricular activities organized through the school with community service providers. Information regarding the content and cost of the programs offered is sent home to parents in a letter.

Revenue to collect: Parents pay fees

Items/Services to be purchased: The fees collected are paid to the external service provider(s)

Surplus/Deficit Handling Plan: All funds collected are paid to the service provider, no surplus or deficit will be incurred

Project name: Style and Self Care

Person responsible: Clelland, Shelly

Purpose and timelines: Parents will be notified of option fee on invoice for school fees

Revenue to collect: Money collected from parents via school fees

Items/Services to be purchased: A variety of guest speakers, nutritionists, personal trainer, psychologist, makeup artis, hairstylist, nail technician will be brought in to expose students to a career in cosmetology and to teach them about healthy mind and body.

Surplus/Deficit Handling Plan: All funds will be spent on the program

Handling Plan:

Project name: SWC
Person responsible: Chalifoux, Shannon
Purpose and timelines: Field trip information letters sent home to parents
Revenue to collect: Fees collected from parents
Items/Services to be purchased: Field trips to Strathcona Wilderness Centre
Surplus/Deficit Handling Plan: Fees collected on a cost recovery basis only. Any surplus accumulated will be applied to other field trip expenses for the same students

Project name: Swimming Field Trip
Person responsible: Gregg, Sean
Purpose and timelines: Year end field trip for grade 5 and 6 students, communicated to parents via letters home
Revenue to collect: Fees collected from parents of participating students
Items/Services to be purchased: Admission to facility and transportation
Surplus/Deficit Handling Plan: No surplus should be accumulated

Project name: Swimming Lessons
Person responsible: Davison, Kurt
Purpose and timelines: Fees for lessons added to all grade 5 and 6 student fee invoices
Revenue to collect: Money collected from parents on fee invoices
Items/Services to be purchased: Swimming lessons provided by Strathcona County and transportation to and from lessons
Surplus/Deficit Handling Plan: No surplus or deficit should be incurred, as costs are known prior to invoicing

Project name: Telus World of Science
Person responsible: Chalifoux, Shannon
Purpose and timelines: Take students to TWOS to complement curricular objectives of science program, TWOS year end grade 6 in school field trip
Revenue to collect: Fees charged to parents
Items/Services to be purchased: Entry to TWOS, transportation, tickets to exhibits/shows
Surplus/Deficit Handling Plan: Surplus funds will be directed to other field trips to reduce costs there

Project name: Travel and Tourism Option
Person responsible: Stephens, David
Purpose and timelines: To expose students to cultural cuisine, and diverse cultural experiences. For example, visiting the Chinese cultural center
Revenue to collect: Optional field trip fees will be charged to parents
Items/Services to be purchased: Entrance fees, bussing, possible sub costs supplies for projects.
Surplus/Deficit Handling Plan: All funds will be spent on the program, surplus amounts of \$10 or more will be refunded

Project name: Ukrainian Bilingual Language Grant
Person responsible: Kardynal-Bahri, Laurie
Purpose and timelines: Plans for funds granted are submitted with various grant applications
Revenue to collect: Grants provided to the school by various associations
Items/Services to be purchased: Equipment for the Ukrainian Bilingual Program, for example banduras
Surplus/Deficit Handling Plan: The grant is provided based upon expenses incurred to purchase the equipment, so there will be no surplus or deficit.

Project name: Volleyball Tournament
Person responsible: Proulx, Dan
Purpose and timelines: Fees are charged to teams entering the tournament. The tournament serves to promote athletics and student physical wellness.
Revenue to collect: Fees are collected from teams entering the tournament
Items/Services to be purchased: Officiating fees, promotional items
Surplus/Deficit Handling Plan: Remaining funds will be carried over to future tournaments. Deficits will be covered by past athletic surplus funds. When sufficient funds exist from tournament proceeds, the funds will be used to purchase new and/or replacement phys ed equipment for the school phys ed program.

Project name: Yearbook
Person responsible: Chalifoux, Shannon
Purpose and timelines: Parents have the option to pre-pay for yearbooks with school fees, or to order one and pay at the end of the school year.
Revenue to collect: Fees charged to parents
Items/Services to be purchased: Yearbooks, photography equipment needed to document events and activities
Surplus/Deficit Handling Plan: Wrap up party for yearbook committee students, purchase of camera equipment as needed, excess funds raised beyond this will be directed to technology lease payment to EICS

Project name: Young Author's Conference
Person responsible: Morin, Shari
Purpose and timelines: Selected students to attend will be sent letters home for their parents
Revenue to collect: Money collected from parents of participating students
Items/Services to be purchased: Admission to conference
Surplus/Deficit Handling Plan: No surplus or deficit will be incurred