

# Project Plan Summary



## St. Theresa Catholic School

2021 Brentwood Blvd.

Sherwood Park, AB

T8A 0X2

**Phone:** 780-464-4001

**Fax:** 780-467-2046

**Principal:** Pierre Ouimet

Project name:	Art Option
Person responsible:	Shannon Chalifoux
Purpose and timelines:	Art fees are collected in order to purchase supplies required to offer the option. 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 such as scrapbooks, individual paint sets, brushes, etc.
Surplus/Deficit Handling Plan:	At the end of the school year, surplus funds in the amount of \$2 or more per student will be reimbursed to students via a credit to the student account in Powerschool. Any surplus amount of less than \$2 per student in grade 5/6 art options will be transferred to cover deficits in other grade 5 and 6 field trip projects if needed, or used to purchase replacement supplies for the art room such as drying racks.
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 via fee invoices in Powerschool.
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. Surplus funds of \$2 or more per student will be reimbursed to student fee accounts in powerschool. Surplus funds of less than \$2 per student will be directed by journal entry to the school's general funds account to be used for students in need, social justice programs for example.
Project name:	Book Fair
Person responsible:	Susan Wagner
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:	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 on student powerschool accounts.

Revenue to collect: Fees charged to parents

Items/Services to be purchased: Uniforms, 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. Surplus funds at the end of the year in the amount of \$2 or more per student will be refunded to student accounts via powerschool. Surplus funds of less than \$2 per student will be directed to the school's general funds account to support students in need, social justice programs as an example.

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. 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 on student powerschool accounts.

Revenue to collect: Money collected from parents of team members via powerschool student fees

Items/Services to be purchased: Uniforms, transportation, tournament fees, sub costs, 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 basketball teams. Parents will be informed of this intent at the parent team letter sent at the beginning of the year. Surplus funds at the end of the year in the amount of \$2 or more per student will be refunded to student accounts via powerschool. Surplus funds of less than \$2 per student will be directed to the school's general funds account to support students in need, social justice programs as an example.

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: Construction Option

Person responsible: Douglas Sereda

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 and PPE. At the beginning of the year, fees will be invoiced to parents.

Revenue to collect: Fees charged to parents

Items/Services to be purchased: Lumber and other materials for construction projects, consumables(Sandpaper, screws, etc), PPE.

Surplus/Deficit Handling Plan: After completion of the course surplus funds in the amount of up to \$10 per student will be held aside for the purchase of replacement/new equipment and replacement tools. Remaining funds in the grade 5/6 fees may be used to cover deficits in grade 5/6 field trips if needed; any other remaining funds will be refunded to students via a credit to their student account in Powerschool.

Project name: Curling

Person responsible: Joanne French

Purpose and timelines: Parents will be notified of Team fees via letters home when their student joins the team. Fees cover costs of rink rental for practices, bonspeil entry fees, teacher subs required.

Revenue to collect: Fees charged to parents and collected through powerschool fees

Items/Services to be purchased: Transportation, curling rink rental, team shirts, subs required, bonspeil entry fees

Surplus/Deficit Handling Plan: Surplus funds at the end of the year in the amount of \$2 or more per student will be refunded to student accounts via powerschool. Surplus funds of less than \$2 per student will be directed to the school's general funds account to support students in need, social justice programs as an example.

Project name: Design Studies Option

Person responsible: Elaine Healey

Purpose and timelines: The purpose of fees charged for Design Studies option is to provide funds needed to purchase consumables used by students during the class. 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: Consumable Supplies - balsa wood, glue, cutters, CO2 cars, CO2 cartridges, balsa wood gliders are some examples

Surplus/Deficit Handling Plan: After completion of the school year, surplus funds in the amount of \$2 or more will be reimbursed to students via a credit to the student account in Powerschool. Surplus funds under the amount of \$2 per student will be directed by journal entry into the school's general funds account to be used for students in need, social justice programs for example.

Project name: Drama Option

Person responsible: Sarah Congdon-Reitzel

Purpose and timelines: Fees are charged to cover the cost of guest clinicians, field trips, costumes, props and costumes that may be used for drama classes/performances. 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/props for costumes or set design for drama program

Surplus/Deficit Handling Plan: Surplus funds in the amount of \$2 or more per student will be credited back to students via powerschool. Surplus amounts under the \$2 per student will be directed by journal entry to the school's general fund account to be used for students in need or social justice programs as an example.

Project name: Elementary Ski Trip

Person responsible: Gregg, Sean

Purpose and timelines: Fees are required to be charged to participants for elementary ski trip to cover the cost of the transportation, ski hill lift, rental and lesson fees. Fees are charged via powerschool.

Revenue to collect: Fees charged to parents

Items/Services to be purchased: Transportation, lift tickets, lesson fees and rental fee if applicable

Surplus/Deficit Handling Plan: Surplus funds will be directed to other elementary field trip costs if those projects are in a deficit due to fee waivers, etc. If there are still funds left, remaining funds in the amount of \$2 or more per student will be credited back to students via powerschool. Surplus amounts under the \$2 per student will be directed by journal entry to the school's general fund account to be used for students in need or social justice programs as an example.

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 via powerschool fee statement

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: Surplus funds at the end of the year in the amount of \$2 or more per student will be credited back to students via powerschool. Surplus amounts under the \$2 per student will be directed by journal entry to the school's general fund account to be used for students in need or social justice programs as an example.

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 via school fee invoices

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: After completion of the course, surplus funds in the amount of up to \$10 per student will be held aside for the maintenance of equipment/purchase of replacement equipment as needed. Surplus funds from grade 5/6 fees may be directed to cover deficits in grade 5/6 field trip projects if needed. All remaining funds over and above that amount will be credited back to student accounts in powerschool.

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 tournaments entered on powerschool accounts.

Revenue to collect: Fees changed to parents

Items/Services to be purchased: Uniforms, 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. Remaining funds in the amount of \$2 or more per student will be credited back to students via powerschool. Surplus amounts under the \$2 per student will be directed by journal entry to the school's general fund account to be used for students in need or social justice programs as an example.

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 tournaments entered on powerschool accounts.

Revenue to collect: Fees charged to parents

Items/Services to be purchased: Uniforms, t-shirts, transportation, sub costs, tournaments, 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. Remaining funds in the amount of \$2 or more per student will be credited back to students via powerschool. Surplus amounts under the \$2 per student will be directed by journal entry to the school's general fund account to be used for students in need or social justice programs as an example.

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 approximately 6 weeks in May/June depending on weather conditions. Fees will be assessed to powerschool accounts.

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). Additional fees may be added if the cost of the project falls into deficit.

Project name: Grade 5 Field Trips

Person responsible: Chalifoux, Shannon

Purpose and timelines: Letters home to parents communicate what field trips will be taking place, and what the costs will be. Fees are invoiced via powerschool

Revenue to collect: Cost of field trips collected from parents

Items/Services to be purchased: Various trips throughout the year. Information will be added as each trip is planned.

Surplus/Deficit Handling Plan: Cost recovery basis only. Should a surplus occur it would be applied to other grade 5 field trips. At the end of the year if a deficit has been incurred, additional fees may be added; surplus funds in the amount of \$2 or more will be refunded to students at the end of the year. Surplus of less than \$2 per student

will be directed by journal entry to the school's general funds account to support students in need or social justice projects, for example.

Project name:	Grade 5/6 Basketball
Person responsible:	Shannon Chalifoux
Purpose and timelines:	Parents will be notified of fees via letters home and assessed fees if they register their child for the program. The program is run by the Boys and Girls Club after school.
Revenue to collect:	Fees charged to parents and collected through project envelopes
Items/Services to be purchased:	Boys and Girls Club fee for service, t-shirts purchased for each student
Surplus/Deficit Handling Plan:	All funds are payable to the Boys and Girls Club
Project name:	Grade 6 Field trips
Person responsible:	Chalifoux, Shannon
Purpose and timelines:	Letters home to parents communicate what field trips will be taking place, and what the costs will be. Fees are invoiced via powerschool
Revenue to collect:	Fees collected from parents
Items/Services to be purchased:	Various trips throughout the year. Information will be added as each trip is planned. Gr 6D Clip and Climb Reward trip Dec 2021 \$20
Surplus/Deficit Handling Plan:	Cost recovery basis only. Should a surplus occur it would be applied to other grade 6 field trips. At the end of the year if a deficit has been incurred, additional fees may be added; surplus funds in the amount of \$2 or more will be refunded to students at the end of the year. Surplus of less than \$2 per student will be directed by journal entry to the school's general funds account to support students in need or social justice projects, for example.
Project name:	Grade 7 Field trips
Person responsible:	Chalifoux, Shannon
Purpose and timelines:	Letters home to parents communicate what field trips will be taking place, and what the costs will be. Fees are invoiced via powerschool
Revenue to collect:	Fees collected from parents
Items/Services to be purchased:	Various trips throughout the year. Information will be added as each trip is planned.
Surplus/Deficit Handling Plan:	Cost recovery basis only. Should a surplus occur it would be applied to other grade 7 field trips. At the end of the year if a deficit has been incurred, additional fees may be added; surplus funds in the amount of \$2 or more will be refunded to students at the end of the year. Surplus of less than \$2 per student will be directed by journal entry to the school's general funds account to support students in need or social justice projects, for example.
Project name:	Grade 8 Field Trips
Person responsible:	Chalifoux, Shannon
Purpose and timelines:	Letters home to parents communicate what field trips will be taking place, and what the costs will be. Fees are invoiced via powerschool
Revenue to collect:	Fees collected from parents
Items/Services to be purchased:	Various trips throughout the year. Information will be added as each trip is planned. Gr 8S and 8B Japanese Cultural Activities Social Studies Unit \$20
Surplus/Deficit Handling Plan:	Cost recovery basis only. Should a surplus occur it would be applied to other grade 8 field trips. At the end of the year if a deficit has been incurred, additional fees may be added; surplus funds in the amount of \$2 or more will be

refunded to students at the end of the year. Surplus of less than \$2 per student will be directed by journal entry to the school's general funds account to support students in need or social justice projects, for example.

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 of the cost of this in-school presentation and invoiced via powerschool
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. This is an optional trip offered to junior high students only and fees are communicated to parents as part of the information/registration package sent out
Revenue to collect:	Fees will be charged to parents via powerschool account.
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 general funds account to support students in need, social justice programs, for example.

---

Project name: Legislature Field Trip  
 Person responsible: Chalifoux, Shannon  
 Purpose and timelines: Letter home to students in grade 6 regarding the cost of transportation to attend a day at the legislature. Fees invoiced via powerschool  
 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, as this is a cost recovery project. Deficit will be rectified by either the transfer of surplus funds from other grade 6 field trip projects, or by additional fee added to powerschool.

---

Project name: Lock and Locker Rental  
 Person responsible: Sean Gregg  
 Purpose and timelines: Fees are required to be charged to students for maintenance and upkeep for lockers. A user fee will be in place to buy new locks when necessary. Purchase of replacement locks as needed  
 Revenue to collect: Fees charged to parents on powerschool invoices  
 Items/Services to be purchased: replacement locks if they are lost or damaged, and when it is necessary for a new one. Locker Repairs as necessary  
 Surplus/Deficit Handling Plan: Fees will be collected for a number of years, and used to purchase new locks. Old locks will become PE locks or destroyed if broken.

---

Project name: Lost Library Books and Texts  
 Person responsible: Susan Wagner  
 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 via powerschool student accounts  
 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 should occur. Deficits incurred due to non-payment of fees will be covered by school general funds that are designated for students in need, etc.

---

Project name: Media Arts Option  
 Person responsible: Elaine Healey  
 Purpose and timelines: Fees are required to be charged to students enrolled in the Media Arts program in order to cover the costs of materials(sublimation products),



consumables(tape, paper, etc), equipment and replacement tools. Parents are invoiced via school fees.

Revenue to collect: Fees charged to parents

Items/Services to be purchased: materials(sublimation products), consumables(tape, paper, etc), equipment and replacement tools, technology expenses for computers

Surplus/Deficit Handling Plan: Surplus funds at the end of the year in the amount of up to \$10 per student will be kept aside to replace/maintain equipment as needed. Remaining funds in the amount of \$2 or more per student will be credited back to students via powerschool. Surplus amounts under the \$2 per student will be directed by journal entry to the school's general fund account to be used for students in need or social justice programs as an example.

Project name: Movie Field Trip

Person responsible: Gregg, Sean

Purpose and timelines: Reward or year end field trips often include a movie at the theatre. Cost will be communicated via letter home to students. This is an optional activity.

Revenue to collect: Fees collected from parents

Items/Services to be purchased: Admission to venue, transportation if needed

Surplus/Deficit Handling Plan: Surplus fees will be refunded to student powerschool accounts; deficit would be handled by addition of extra fees to powerschool.

Project name: Outdoor Education 7 and 8

Person responsible: Doug Sereda/Dan Proulx

Purpose and timelines: Letters regarding field trips planned will be sent home and costs invoiced to parents via school fees invoices. Fees will be collected to cover the costs of bussing and field trip providers

Revenue to collect: Fees charged to parents

Items/Services to be purchased: Field trip costs for trips to venues such as Strathcona Wilderness Centre, bussing to venues

Surplus/Deficit Handling Plan: Surplus funds will be refunded to student accounts, as field trips will be charged on a cost recovery basis. If fees collected are not sufficient to cover the activity costs, additional fees may be added to student accounts to cover the deficit.

Project name: Robotics Option

Person responsible: Elaine Healey

Purpose and timelines: Fees are charged for Robotics to purchase robotics kits and technology needed for the option. Parents will be notified of Robotics Fee on their powerschool fee invoice.

Revenue to collect: Fee for option added to school fees invoice

Items/Services to be purchased: Robot kits for the program, technology maintenance/replacement

Surplus/Deficit Handling Plan: Surplus funds at the end of the year in the amount of up to \$10 per student will be kept aside to replace/maintain equipment as needed. Remaining funds in the amount of \$2 or more per student will be credited back to students via powerschool. Surplus amounts under the \$2 per student will be directed by journal entry to the school's general fund account to be used for students in need or social justice programs as an example. The project may run at a deficit if a large technology purchase is required, and the technology fees collected in subsequent years will be directed to the deficit.

Project name: Sport for Life

Person responsible: Sam Gartner

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. on campus sport equipment, replenish textbooks and student workbooks, curling equipment, etc), sub teacher time required, and program clothing. Fees are invoiced to parents via powerschool.

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, 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. Should there be a surplus of funds collected, refunds will be issued at the end of the school year. If fees collected are not sufficient to cover the activity costs, additional fees may be added to student accounts to cover the project's deficit.

Project name: Sport Performance Option

Person responsible: Dan Proulx and Lesia Pohoreski

Purpose and timelines: Fee are collected to cover the cost of field trips taken as part of the option, or on-campus guest instructors. Fees are added to school fee invoices via powerschool

Revenue to collect: Collected from parents of participating students

Items/Services to be purchased: Field trip costs, transportation, instructional materials, on-campus guest instructors

Surplus/Deficit Handling Plan: Surplus funds in the amount of \$2 or more per student will be credited back to students via powerschool. Surplus amounts under the \$2 per student will be directed by journal entry to the school's general fund account to be used for students in need or social justice programs as an example. Additional fees may be added to powerschool accounts in the event that fees collected are insufficient to cover the cost of field trips completed.

Project name: Style and Self Care

Person responsible: Sutcliffe, Shelly

Purpose and timelines: Consumables and cosmetic equipment are purchased for use in the option. 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 artist, hairstylist, nail technician will be brought in to expose students to a career in wellness and to teach them about healthy mind and body.

Surplus/Deficit Handling Plan: All funds will be spent on the program. Surplus funds in the amount of \$2 or more per student will be credited back to students via powerschool. Surplus amounts under the \$2 per student will be directed by journal entry to the school's general fund account to be used for students in need or social justice programs as an example.

Project name: Swimming Lessons

Person responsible: Davison, Kurt

Purpose and timelines: Fees for lessons added to all grade 5 and 6 student fee invoices. Letters home to all gr 5/6 parents explain the program and the costs.

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

be purchased: from lessons during inclement weather.

Surplus/Deficit Handling Plan: No surplus incurred, as costs for lessons are known prior to invoicing. Additional fees may need to be added if transportation is required due to inclement weather. Students receiving fee waivers will have fees covered by the school's general fund account.

---

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, trophies for the tournament winners

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 online via Lifetouch, or to purchase one of the few extras that the school is provided with after distribution of pre-paid books each year.

Revenue to collect: Fees charged to parents

Items/Services to be purchased: Yearbooks

Surplus/Deficit Handling Plan: Funds raised through the sale of extra yearbooks are directed to pay any costs invoiced to us from Lifetouch for the extra books. Surplus funds are directed to the support of students in need/fee waiver fees to be covered.

---

Project name: Young Author's Conference

Person responsible: Shannon Chalifoux

Purpose and timelines: Selected students to attend will be sent letters home for their parents. Should parents choose to send their child they will complete a registration form and fee will be invoiced via powerschool

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 should be incurred as this is cost recovery only.