

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: Tiffany Kadey
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: Bowling

Person responsible: Shannon Chalifoux

Purpose and timelines: Parents will be notified of Fee via letter home

Revenue to collect: Money collected from parents via school fees

Items/Services to be purchased: Cost of field trip to bowling alley

Surplus/Deficit Handling Plan: Cost recovery for bowling alley fees and bus cost - surplus will be refunded. Deficit will be recovered by an increase to the fee added to parent account

Project name: Boys Basketball Team

Person responsible: Tiffany Kadey

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: Tiffany Kadey

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: Construction lab equipment replacement

Person responsible: Doug Sereda

Purpose and timelines: The purpose of this project is to save for the maintenance and replacement of equipment used in construction classes.

Revenue to collect: A transfer of up to \$10 per gr 7/8 student and \$5 per gr 5/6 student will be moved via a journal entry from the Construction Account into this account at the end of the fiscal year.

Items/Services to be purchased: Funds are held in savings to purchase new equipment for the construction lab and to service equipment with preventative maintenance.

Surplus/Deficit Handling Plan: Funds will be carried forward at the end of each year to a maximum of \$15000 and will be spent as needed. Small deficits may occur due to the timing of purchases and funds will be recovered in subsequent years as the account is built up again.

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 gr 7/8 student and \$5 per 5/6 student will be held aside for the purchase of replacement/new equipment and replacement tools. Remaining funds will be refunded to students via a credit to their student account in Powerschool.

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

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 changed 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: 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: | EIAA Athletic Fees |
| Person responsible: | Tiffany Kadey |
| Purpose and timelines: | Purpose of the project is to collect fees from students participating in extra-curricular sports to pay the EIAA Athletic Fees charged to our school for membership in the sport league with EIPS |
| Revenue to collect: | Fee charged to all students who participate in extra-curricular EIAA league sports |
| Items/Services to be purchased: | EIAA Athletic Fee charged to the school based on population of gr 7/8 students: fee for 2022-2023 school year is \$3033.50 |
| Surplus/Deficit Handling Plan: | There will be no surplus or deficit - the amount charged to students will be only what is required to cover the cost of the invoice from EIAA |
| 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 lab equipment replacement |
| Person responsible: | Miskew, Mhairi |
| Purpose and timelines: | The purpose of this project is to save for the replacement and maintenance of sewing machines in the fashion studies lab. |
| Revenue to collect: | Funds of up to \$10 per student will be transferred with a journal entry from the Fashion Studies account into the equipment replacement account at the end of the fiscal year. |
| Items/Services to be purchased: | These funds will be used to purchase replacement sewing machines/sergers when required, and do yearly preventative maintenance on the machines in our fashions lab |
| Surplus/Deficit Handling Plan: | Funds will be carried forward at the end of each year up to a maximum of \$10,000. Small deficits may occur due to the timing of purchases, however this project is intended to break even. |
| 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: 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. All remaining funds over and above that amount will be credited back to student accounts in powerschool.

Project name: Foods Equipment Replacement

Person responsible: Miskew, Mhairi

Purpose and timelines: The purpose of this project is to set aside funds to replace or repair equipment used to operate the foods program.

Revenue to collect: A transfer of up to \$10 per gr 7/8 student and \$5 per gr 5/6 student will be moved via journal entry from the Foods account into this equipment replacement account at the end of each fiscal year.

Items/Services to be purchased: These funds will be used to purchase and provide preventative maintenance on the equipment such as; fridges, stoves, kitchen mixers, blenders, washer/dryer, microwaves, dishwashers.

Surplus/Deficit Handling Plan: Funds will be carried forward at the end of each year and are intended to be spent as needed. A maximum amount of \$10,000 will be accumulated. Small deficits may occur due to the timing of purchases and will be recovered as funds re-accumulate.

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 gr 7/8 student and \$5 per 5/6 student will be held aside for the maintenance of equipment/purchase of replacement equipment as 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: Tiffany Kadey

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: | Tiffany Kadey |
| 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. Term 1 field trips - Hands On Science Electricity in school field trip/Heritage Precinct off campus day trip - \$32.50 Term 2 field trips - Teacher's Pet Dreamcatchers and Soapstone Carving - \$30/50 Birch Bay - cost will be approximately \$30 |
| 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 timelimes: 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 timelimes: 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 timelimes: 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 timelimes: 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: Handball Team

Person responsible: Kadey, Tiffany

Purpose and timelines: The purpose of this project is to collect fees for students to play on the Handball Team. A letter will be sent home with a detailed breakdown of activities and their associated costs.

Revenue to collect: The fee collected for this project in the amount of \$80.00 will be spent on a cost recovery basis and has been estimated based on the expected costs.

Items/Services to be purchased: Fees are required to be charged to members of the handball team in order to cover the costs of uniforms (tshirts), sub costs, tournament fees, EIAA league fees wrap up party. Parents will be assessed a team fee and a fee for the costs of tournaments entered on powerschool accounts.

Surplus/Deficit Handling Plan: Should a deficit occur, parents will be notified that the fee will need to be increased to cover costs for the team. Surplus funds in excess of \$2 per student will be refunded to parents at the end of the school year

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: Tiffany Kadey

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: Knights of Columbus Track Meet

Person responsible: Tiffany Kadey

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: 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: Miok Moments
 Person responsible: Shauna Lindbeck
 Purpose and timelines: A meeting with Kyle McKinney, the Miok Scholarship coordinator, will occur to share the plan for the funds
 Revenue to collect: Donation - Miok Scholarship \$1000 (contact Kyle McKinney)
 Items/Services to be purchased: The funds will be used to purchase incentives for Miok Moments. Four \$25 gift cards/month (Feb-June), a grand prize item, a student plaque and a school plaque. Miok Moments are focused on recognizing students from grades 5-8 for showing a strong sense of character (specifically acts of service and choosing joy). Each month students who have received a Miok Moment will be entered into a draw. One name from each grade level will be drawn for one of the incentive items. At the end of the school year, all students who have received a Miok Moment will have their names entered into the grand prize draw. The winner will also receive a plaque and have their name engraved on the school plaque.
 Surplus/Deficit Handling Plan: All of this donation will be used for this purpose.

Project name: Movie Field Trip
 Person responsible: Shannon Chalifoux
 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: Musical Theatre Option
 Person responsible: Sarah Congdon-Reitzel
 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: Performing Arts 5/6
 Person responsible: 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 on school fee invoices to parents

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: Any surplus will be used for the students year end celebration/field trip and to purchase equipment/props to grow the program.

Project name: Performing Arts 7/8

Person responsible: Congdon, Sarah

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: Robotics Option

Person responsible: Andrea Marson

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 5/6
Person responsible: Gartner, Samantha
Purpose and timelines: Fees are charged to participants in the option to cover the costs of day field trips, transportation, Facilitator instruction, purchase of supplies and equipment (ie on-campus sport equipment), sub teacher time and teacher planning time required, program clothing.
Revenue to collect: Fees charged to parents
Items/Services to be purchased: field trip venues, transportation, Facilitator instruction, purchase of supplies and equipment (ie on-campus sport equipment), sub teacher time and teacher planning time required, 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 recovered from fees collected in future years. Should there be a funds surplus, refunds will be issued at the end of the year. If fees are not sufficient to cover activity costs, additional fees may be added to student accounts to cover the deficit.

Project name: Sport for Life 7/8
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 changed 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: Doug Sereda
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: Student Council

Person responsible: Shannon Chalifoux

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

Revenue to collect: \$2 per student to cover costs of a school dance in April 2023

Items/Services to be purchased: DJ and photo booth

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: Style and Self Care

Person responsible: Sutcliffe, Shelly

Purpose and timeliness: 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 Field Trip

Person responsible: Gregg, Sean

Purpose and timeliness: Fees will be communicated to parents via letters home and charged online

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: Annalise Collins

Purpose and timeliness: 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 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: Tiffany Kadey

Purpose and timeliness: 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 changed 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. |