

# Project Plan Summary



## St. Martin's Catholic School

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Vegreville, AB  
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**Principal:** Mr. Dan Coles

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Project name:	Academy Programs
Person responsible:	Dubuc, Simone
Purpose and timelines:	School fee breakdown provided on powerschool parent portal or upon request. These funds will support teachers in creating learning opportunities within the context of their Academy Program - Recreation and Leadership, Fine Arts, or Digital Design and Communication.
Revenue to collect:	Online payments, cash, cheques made payable to St. Martin's Catholic School.
Items/Services to be purchased:	Directly related to services or supplies to enhance academy program
Surplus/Deficit Handling Plan:	Surplus or deficit will be carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

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Project name:	Alternative Environment
Person responsible:	Coles, Dan
Purpose and timelines:	Expressing needs of the school or projects the school is aspiring to. The materials purchased will offer student increasing "Voice and Choice" in their learning environments.
Revenue to collect:	Donations/ grants.
Items/Services to be purchased:	Materials, and/or furniture to enhance our schools learning environment.
Surplus/Deficit Handling Plan:	Surplus or deficit will be carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

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Project name:	Athletics
Person responsible:	Coles, Dan
Purpose and timelines:	A Note or Letter will be provided to parents with details of funds being collected
Revenue to collect:	Cash or Cheque
Items/Services to be purchased:	Services related to travel, participation fees, items or services directly related to athletics.
Surplus/Deficit Handling Plan:	Any surplus or deficit will be carried over

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Project name:	Book Fair
Person responsible:	Lane-Robinson, Lesley
Purpose and timelines:	Book fairs are usually twice a year. In school advertising as well as email communication with dates and times are provided to stakeholders.
Revenue to collect:	Cash, debit, credit card.
Items/Services to	Books and resources.

be purchased:

Surplus/Deficit Handling Plan: Money collected is directly related to items purchased, no surplus.

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Project name: Bussing

Person responsible: Coles, Dan

Purpose and timelines: Cost of transportation is associated with field trips (information re field trip expense is sent home with student(s), maintenance, and insurance.

Revenue to collect: Online payment, cash, cheques, made payable to St. Martins Catholic School. Donations.

Items/Services to be purchased: Funds are used for bus maintenance, fuel, and insurance.

Surplus/Deficit Handling Plan: Surplus (from donations), or carried forward. Surplus would not reflect field trips. Information available to stakeholders upon request.

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Project name: Canteen

Person responsible: Sorochan, Melanie

Purpose and timelines: The Canteen is optional to students/parents, price list of items are listed in the canteen.

Revenue to collect: Cash

Items/Services to be purchased: Items are directly related to cost

Surplus/Deficit Handling Plan: .Some surplus will have to be carried over as a float/reserve. Information available to stakeholders upon request.

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Project name: DIV 1 Agenda Books

Person responsible: Coles, Dan

Purpose and timelines: School Fee breakdown provided on powerschool parent portal or upon request.

Revenue to collect: Online payment, cash, cheques made payable to St. Martins Catholic School.

Items/Services to be purchased: Cost in directly related to agenda books.

Surplus/Deficit Handling Plan: Surplus or deficit will be carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

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Project name: DIV 2 Agenda Books

Person responsible: Coles, Dan

Purpose and timelines: School Fee breakdown provided on power school parent portal or upon request.

Revenue to collect: Online payment, cash, cheques, made payable to St. Martin's Catholic School.

Items/Services to be purchased: Cost in directly related to agenda books.

Surplus/Deficit Handling Plan: Surplus or deficit will be carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

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Project name: Donations

Person responsible: Coles, Dan

Purpose and timelines: If substantial donations are received we mention donation in our newsletter and/or newsletter.

Revenue to collect: Cash, cheque.

Items/Services to Unless ear marked by donator, or grant money with specified use monies are

be purchased: used at principals discretion.  
Surplus/Deficit Handling Plan: Surplus or deficit will be carried forward, unless specified by the donor year specific. Information available to stakeholders upon request.

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Project name: ECS Field Trips  
Person responsible: Cowle, Erin  
Purpose and timelines: School Fee breakdown provided on powerschool parent portal or upon request.  
Revenue to collect: Online payment, cash, cheques made payable to St. Martin's Catholic School.  
Items/Services to be purchased: Funds will be used for transportation, and directly related cost associated with cost of field trip.  
Surplus/Deficit Handling Plan: Surplus used for busing expenses (see busing project plan), or carried forward. Information available to stakeholders upon request.

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Project name: ECS Kanga Pouches  
Person responsible: Cowle, Erin  
Purpose and timelines: School Fee breakdown provided on powerschool parent portal or upon request.  
Revenue to collect: Online payment, cash, cheques made payable to St. Martin's Catholic School.  
Items/Services to be purchased: Funds are directly related to cost of kanga pouches.  
Surplus/Deficit Handling Plan: Some surplus or deficit will be have to be carried forward for stock purpose. Information available to stakeholders upon request.

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Project name: ECS Other  
Person responsible: Cowle Erin  
Purpose and timelines: This project is intended for funds coming into the program from donations, or other non fee sources.  
Revenue to collect: Cash, cheques.  
Items/Services to be purchased: Funds will be spent on materials/items for the ECS program.  
Surplus/Deficit Handling Plan: Surplus or deficit will be carried forward unless a donation from donor is year specific. Addition information available to stakeholders upon request.

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Project name: ECS Supplies  
Person responsible: Cowle Erin  
Purpose and timelines: School Fee breakdown provided on powerschool parent portal or upon request.  
Revenue to collect: Online payment, cash, cheque, made payable to St. Martin's Catholic School.  
Items/Services to be purchased: Funds will be spent on supplies for the ECS program.  
Surplus/Deficit Handling Plan: Surplus or deficit will be carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

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Project name: Field Trips  
Person responsible: Coles, Dan  
Purpose and timelines: A letter home with break down and cost specific to each field trip is provided in advance to parents.  
Revenue to collect: Online payment, cash, cheques made payable to St. Martin's Catholic School.  
Items/Services to be purchased: Funds will be used for costs directly related to field trips.

Surplus/Deficit Handling Plan: Surplus will be used for bus expenses. Information available to stakeholders upon request.

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Project name: Float/Reserve

Person responsible: Dumont, Joseph

Purpose and timelines: No cost to stakeholders.

Revenue to collect: None

Items/Services to be purchased:

Surplus/Deficit Handling Plan: Surplus or deficit will be carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

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Project name: Fundraising

Person responsible: Coles, Dan

Purpose and timelines: Any fundraising events held will be communicated to stakeholders via email, letter home, possibly permission form. The details of the fundraising event will be clearly communicated.

Revenue to collect: Cash, cheques.

Items/Services to be purchased: Funds will be used as per fundraising efforts communicated.

Surplus/Deficit Handling Plan: Surplus or deficit will be carried forward. Information available to stakeholders upon request.

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Project name: General

Person responsible: Coles, Dan

Purpose and timelines: No funds collected.

Revenue to collect: N/A

Items/Services to be purchased: Funds will be used as per principal discretion.

Surplus/Deficit Handling Plan: Surplus or deficit will be carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

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Project name: Hot Dog Days

Person responsible: Coles, Dan

Purpose and timelines: Hot dog forms are sent home, stakeholders have the option to order. This program runs through out the school year.

Revenue to collect: Cash, cheques made payable to St. Martin's Catholic School.

Items/Services to be purchased: Hot dog supplies, including condiments.

Surplus/Deficit Handling Plan: Surplus used to supplement field trips for ECS to Gr. 6, divided per student, minus funds used to provide student hardship cases. Surplus would be minimal if any. Information available to stakeholders upon request.

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Project name: Junior University

Person responsible: Sorochan, Melanie

Purpose and timelines: School Fee breakdown provided on power school parent portal or upon request.

Revenue to collect: Online payment, cash, cheques, made payable to St. Martin's Catholic School.

Items/Services to be purchased: Revenue will go directly towards programming fees or materials for junior

be purchased: university.  
Surplus/Deficit: Surplus or deficit will be carried forward, surplus would be minimal if any.  
Handling Plan: Information available to stakeholders upon request.

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Project name: Library  
Person responsible: Lane-Robinson, Lesley  
Purpose and timelines: Lost book fees, an invoice would be issued to stakeholder.  
Revenue to collect: Online payment, cash, cheques made payable to St. Martin's Catholic School.  
Items/Services to be purchased: Books.  
Surplus/Deficit: Surplus or deficit will be carried forward, surplus would be used to purchase books for library program.  
Handling Plan: Information available to stakeholders upon request.

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Project name: Milk Program  
Person responsible: Beida, Kim  
Purpose and timelines: A form is sent to stakeholders explaining the project, stakeholders have the option to purchase milk through the school.  
Revenue to collect: Cash or cheques made payable to St. Martin's Catholic School.  
Items/Services to be purchased: Milk  
Surplus/Deficit: Surplus used for equipment for school, or carried forward. Information  
Handling Plan: available to stakeholders upon request.

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Project name: Music Program  
Person responsible: Yaremko, Bridget  
Purpose and timelines: If consumable items need to be purchased by stakeholders a form will be sent home with information and associated fee.  
Revenue to collect: Online payment, cash, cheques made payable to St. Martin's Catholic School.  
Items/Services to be purchased: Funds will be directly associated with cost of item(s).  
Surplus/Deficit: Surplus or deficit will be carried forward, surplus would be minimal if any.  
Handling Plan: Information available to stakeholders upon request.

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Project name: Reimbursements  
Person responsible: Coles Dan  
Purpose and timelines: To reimbursement volunteers for cost associated with direct involvement with the school/students, eg: drivers abstracts for volunteer bus drivers, criminal record checks.  
Revenue to collect: Donations  
Items/Services to be purchased: Reimbursements.  
Surplus/Deficit: Surplus or deficit will be carried forward, surplus would be minimal if any.  
Handling Plan: Information available to stakeholders upon request.

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Project name: Saints Clothing  
Person responsible: Coles, Dan  
Purpose and timelines: Stakeholders have an option of purchasing Saints apparel.  
Revenue to collect: Cash, cheques made payable to St. Martin's catholic School.  
Items/Services to be purchased: Clothing/apparel.

be purchased:

Surplus/Deficit Handling Plan: Surplus or deficit will be carried forward, surplus would be minimal if any.  
Information available to stakeholders upon request.

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Project name: School Owned Chromebooks

Person responsible: Dubuc, Simone

Purpose and timeliness: Options will be communicated through PowerSchool, and/or electronic option communication.

Revenue to collect: Cheques, Cash, Poweschool payment.

Items/Services to be purchased: School Owned Chromebook (student would have access to a Chromebook anytime during the day, but this Chromebook would stay at school).

Surplus/Deficit Handling Plan: No surplus or deficit

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Project name: Special Art Supplies

Person responsible: Coles, Dan

Purpose and timeliness: School Fee breakdown provided on powerschool parent portal or upon request.

Revenue to collect: Online payment, cash, cheque, made payable to St Martins Catholic School.

Items/Services to be purchased: Special art supplies for student projects, eg, Mothers/Fathers Day

Surplus/Deficit Handling Plan: Surplus or deficit will be carried forward, surplus would be minimal if any.  
Information available to stakeholders upon request.

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Project name: Specialty Project Supplies

Person responsible: Dan Coles

Purpose and timeliness: School Fee breakdown provided on power school parent portal or upon request.

Revenue to collect: Online payment, cash, cheques, made payable to St. Martin's Catholic School.

Items/Services to be purchased: Cost in directly related to Specialty Project Supplies.

Surplus/Deficit Handling Plan: Surplus or deficit will be carried forward, surplus would be minimal if any.  
Information available to stakeholders upon request.

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Project name: Student Government

Person responsible: Coles Dan

Purpose and timeliness: No fee.

Revenue to collect: Donations.

Items/Services to be purchased: Materials, resources, activities relating to student government.

Surplus/Deficit Handling Plan: Surplus or deficit will be carried forward, surplus would be minimal if any.  
Information available to stakeholders upon request.

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Project name: Technology

Person responsible: Coles, Dan

Purpose and timeliness: No fee.

Revenue to collect: Donations/grants.

Items/Services to be purchased: Technology equipment for St. Martin's School.

Surplus/Deficit Handling Plan: Any surplus will be carried forward.

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Project name: Track and Field

Person responsible: Sorochan, Melanie

Purpose and timelines: Parents/guardians will receive information home describing costs.

Revenue to collect: Cash, Cheque, acorn fee

Items/Services to be purchased: Costs associated with track and field expences

Surplus/Deficit Handling Plan: Surplus or deficit will be carried forward, surplus would be minimal if any.

Information available to stakeholders upon request.