

Project Plan Summary



St. Martin's Catholic School

4314 - 54A Avenue

Vegreville, AB

T9C 1C8

Phone: 780-632-2266

Fax: 780-632-6886

Principal: Mr. Dan Coles

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.

Project name: Athletics
Person responsible: Coles, Dan
Purpose and timelines: A letter will be provided to parents with details of funds being collected related to extra-curricular sporting activities/events. Including but not limited to participation fees, bus rentals and or gas to these activities/events
Revenue to collect: Payment received by Stakeholder via Parent Portal, cheque or cash.
Items/Services to be purchased: Services related to travel, participation fees, items or services directly related to athletics.
Surplus/Deficit Handling Plan: No surplus/deficit should remain. If in a case of a small surplus, a year end celebration for students who have participated in these activities.

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.

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 be purchased: Unless ear marked by donator, or grant money with specified use monies are 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.
Project name:	ECS Field Trips
Person responsible:	ECS Teaching Team
Purpose and timelines:	Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the ECS curriculum. In October, each field trip fee is loaded to the student account on Power School, and are available for viewing and payment. A descriptive letter and permission slip is sent home with the student prior to the field trip.
Revenue to collect:	All field trip fees are added to the student accounts and will be available for payment on the Parent Portal.
Items/Services to be purchased:	Funds will be used for costs directly related to field trips including, but not limited to: field trip admission fees, in class presentation fees, and busing required for these events.
Surplus/Deficit Handling Plan:	Any small surplus fees will be used for a year end celebration. If surplus is over \$10.00/child - a credit will remain on child's account to be used towards their field trips next year.
Project name:	Field Trips - Gr 4
Person responsible:	Grade 4 Teaching Team
Purpose and timelines:	Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade Four curriculum. In October, each field trip fee is loaded to the student account on Power School, and are available for viewing and payment. A descriptive letter and permission slip is sent home with the student prior to the field trip.
Revenue to collect:	All field trip fees are added to the student accounts and will be available for payment on the Parent Portal.
Items/Services to be purchased:	Funds will be used for costs directly related to field trips including, but not limited to: field trip admission fees, in class presentation fees, and busing required for these events.
Surplus/Deficit Handling Plan:	Any surplus fees will be used for a year end celebration or in-class field trip.
Project name:	Field Trips Gr 1
Person responsible:	Grade 1 Teaching Team
Purpose and timelines:	Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade One curriculum. In October, each field trip fee is loaded to the student account on Power School, and are available for viewing and payment. A descriptive letter and permission slip is sent home with the student prior to the field trip.
Revenue to collect:	All field trip fees are added to the student accounts and will be available for payment on the Parent Portal.
Items/Services to be purchased:	Funds will be used for costs directly related to field trips including, but not limited to: field trip admission fees, in class presentation fees, and busing required for these events.
Surplus/Deficit Handling Plan:	Any surplus fees will be used for a year end celebration or in-class field trip.
Project name:	Field Trips Gr. 2
Person responsible:	Grade 2 Teaching Team
Purpose and	Fees are required to go on field trips and to bring in educational presentations to

timelines: support student learning which are directly related to the Grade Two curriculum. In October, each field trip fee is loaded to the student account on Power School, and are available for viewing and payment. A descriptive letter and permission slip is sent home with the student prior to the field trip.

Revenue to collect: All field trip fees are added to the student accounts and will be available for payment on the Parent Portal.

Items/Services to be purchased: Funds will be used for costs directly related to field trips including, but not limited to: field trip admission fees, in class presentation fees, and busing required for these events.

Surplus/Deficit Handling Plan: Any surplus fees will be used for a year end celebration or in-class field trip.

Project name: Field Trips Gr. 3

Person responsible: Grade 3 Teaching Team

Purpose and timelines: Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade Three curriculum. In October, each field trip fee is loaded to the student account on Power School, and are available for viewing and payment. A descriptive letter and permission slip is sent home with the student prior to the field trip.

Revenue to collect: All field trip fees are added to the student accounts and will be available for payment on the Parent Portal.

Items/Services to be purchased: Funds will be used for costs directly related to field trips including, but not limited to: field trip admission fees, in class presentation fees, and busing required for these events.

Surplus/Deficit Handling Plan: Any surplus fees will be used for a year end celebration or in-class field trip.

Project name: Field Trips Gr. 5

Person responsible: Grade 5 Teaching Team

Purpose and timelines: Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade Five curriculum. In October, each field trip fee is loaded to the student account on Power School, and are available for viewing and payment. A descriptive letter and permission slip is sent home with the student prior to the field trip.

Revenue to collect: All field trip fees are added to the student accounts and will be available for payment on the Parent Portal.

Items/Services to be purchased: Funds will be used for costs directly related to field trips including, but not limited to: field trip admission fees, in class presentation fees, and busing required for these events.

Surplus/Deficit Handling Plan: . Any surplus fees will be used for a year end celebration or in-class field trip.

Project name: Field Trips Gr. 6

Person responsible: Grade 6 Teaching Team

Purpose and timelines: Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade Six curriculum. In October, each field trip fee is loaded to the student account on Power School, and are available for viewing and payment. A descriptive letter and permission slip is sent home with the student prior to the field trip.

Revenue to collect: All field trip fees are added to the student accounts and will be available for payment on the Parent Portal.

Items/Services to be purchased: Funds will be used for costs directly related to field trips including, but not

be purchased: limited to: field trip admission fees, in class presentation fees, and busing required for these events.

Surplus/Deficit Handling Plan: Any surplus fees will be used for a year end celebration or in-class field trip.

Project name: Foods - Grade 5/6 Option

Person responsible: Mayko, Patricia

Purpose and timelines: Fees are required to be charged to students enrolled in the 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 semester a letter listing all option classes and the fees associated with each option were sent home to parents.

Revenue to collect: Fees for options are added to the students account and will be payable on the Parent Portal.

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 equipment for the kitchens to maintain the quality of the program.

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.

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 university.

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

Project name: Library

Person responsible: Lane-Robinson, Lesley

Purpose and timelines: Librarian will send notices out to students who have not returned books on or by the due date, giving students an opportunity to look for them at home. Any students whose books are damaged or still missing will be sent a notice of a fine owing to replace the books.

Revenue to collect: Online payment via the Parent Portal

Items/Services to be purchased: Books

Surplus/Deficit Handling Plan: No surplus. All monies collected will be used to replace the lost/damaged books.

Project name: Milk Program
Person responsible: Coles, Dan
Purpose and timelines: Funds are raised through the sale of pre-ordered milk, which provides every student in ECS - Grade 6 the opportunity to have milk with their lunch on Mondays through Fridays, in St. Martin's School during the school year. Program information will be communicated to the parents via our weekly online newsletter - Cole's Notes. Online orders will be available via the Parent Portal.
Revenue to collect: Revenue is collected from the milk orders submitted on-line at a cost of \$1.00/carton.
Items/Services to be purchased: Milk and Moo Club Reward prizes will be purchased for students from the proceeds of the Milk Program.
Surplus/Deficit Handling Plan: All excess proceeds will go to our Student Government.

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

Project name: Robotics & Coding - Grade 5/6 Option
Person responsible: Coles, Dan
Purpose and timelines: Fees are required to be charged to students enrolled in Robotics & Coding to purchase robotic supplies and materials. At the beginning of the semester a letter listing all option classes and the fees associated with each option was sent home to parents.
Revenue to collect: Fees for options are added to the students account and will be payable on the Parent Portal.
Items/Services to be purchased: Robotic supplies and materials will be purchase for the students to use and create their own robots.
Surplus/Deficit Handling Plan: Surplus, if any, will be used to maintain equipment used by the program, and/or to purchase more robotic supplies.

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

Project name: School Received Grants
Person responsible: Bond, Stacey

Purpose and timelines: Each Grant's purpose will differ depending on who it has been received from. Detailed information can be provided upon request.

Revenue to collect: Money will be received from each individual Grant provider for the purpose they have outlined. No student paid fees are included in this project.

Items/Services to be purchased: Items/Services to be purchased are dependant on the Grant received. Detailed information can be provided upon request.

Surplus/Deficit Handling Plan: Money will be completely spent based on the Grant providers requirements. Therefore no surplus or deficit is expected.

Project name: Student Government

Person responsible: Coles Dan

Purpose and timelines: 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.

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 expenses

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