

Project Plan Summary



St. Martin's Catholic School

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Principal: Joe Kucy

Project name: Athletics
Person responsible: Cheremshynski, Jennifer
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, price list of items are listed in the canteen.
Revenue to collect: Small amounts of cash from students purchasing goods from canteen.
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. Profit will be transferred to Student Government. Information available to stakeholders upon request.

Project name: Digital Design
Person responsible: Salsbury, Lisa
Purpose and timelines: Note home to parents outlining project and how funds will be used.
Revenue to collect: Fees are added to the student accounts and will be available for payment on the Parent Portal.
Items/Services to be purchased: Fees will be used for costs directly related to specialty projects, supplies for this class, or field trips including but not limited to: field trip admission fees, in class presentation/activity fees and busing required to attend 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 be added to the child's Power School account for future use.

Project name: Donations
Person responsible: Kucy, Joe
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. Every month ,the field trip fees for the month are 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 be added to the child's Power School account for future use.

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 presentation to support student learning which are directly related Grade 4 curriculum. At the beginning of the school year, each field trip fee is loaded in 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 be added to the child's Power School account for future use.

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 presentation to support student learning which are directly related Gr 1 curriculum. At the beginning of the school year, each field trip fee is loaded in 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: Fund will be used for costs directly related to field trips including but not limited to: filed trip admission fees, in class presentation/activity fees and busing required to attend 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 be added to the child's Power School account for

future use.

Project name: Field Trips Gr. 2

Person responsible: Grade 2 Teaching Team

Purpose and timelines: Fees are required to go on field trips and to bring in educational presentation to support student learning which are directly related Gr. 2 curriculum. At the beginning of the school year, each field trip fee is loaded in 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 be added to the child's Power School account for future use.

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 presentation to support student learning which are directly related Grade 3 curriculum. At the beginning of the school year, each field trip fee is loaded in 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: Fund will be used for costs directly related to field trips including but not limited to: field trip admission fees, in class presentation/activity fees and busing required to attend 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 be added to the child's Power School account for future use.

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 presentation to support student learning which are directly related Grade 5 curriculum. At the beginning of the school year, each field trip fee is loaded in 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: Fund will be used for costs directly related to field trips including but not limited to: field trip admission fees, in class presentation/activity fees and busing required to attend 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 be added to the child's Power School account for future use.

Project name: Field Trips Gr. 6

Person responsible: Grade 6 Teaching Team

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| Purpose and timelines: | Fees are required to go on field trips and to bring in educational presentation to support student learning which are directly related Grade 6 curriculum. At the beginning of the school year, each field trip fee is loaded in 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: | Fund will be used for costs directly related to field trips including but not limited to: field trip admission fees, in class presentation/activity fees and busing required to attend 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 be added to the child's Power School account for future use. |

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| Project name: | Fine Arts |
| Person responsible: | Deal, Tracy |
| Purpose and timelines: | Note home to parents outlining project and how funds will be used. |
| Revenue to collect: | Fees are added to the student accounts and will be available for payment on the Parent Portal |
| Items/Services to be purchased: | Fees will be used for costs directly related to specialty projects, supplies for this class, or field trips including but not limited to: field trip admission fees, in class presentation/activity fees and busing required to attend 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 be added to the child's Power School account for future use. |

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| Project name: | Foods - Grade 4/5/6 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. |

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| Project name: | Fundraising |
| Person responsible: | Bond, Stacey |
| 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: General
 Person responsible: Kucy, Joe
 Purpose and timelines: This project is defined to be all other projects that do not fall into the other categories.
 Revenue to collect: As required
 Items/Services to be purchased: As required
 Surplus/Deficit Handling Plan: Any surplus or deficit will be carried over into the next school year and distributed according to the needs of the school/students.

Project name: Gym
 Person responsible: Cheremshynski, Jennifer
 Purpose and timelines: If substantial donations or fundraising subsidiaries are received we mention donation in our newsletter and/or newsletter.
 Revenue to collect: Donations or fundraising subsidiary from Jump Rope for Heart.
 Items/Services to be purchased: Phys-ed equipment and supplies for gym.
 Surplus/Deficit Handling Plan: Any surplus or deficit will be carried over into the next school year and distributed according to the needs of the phys-ed program.

Project name: Hot Lunch
 Person responsible: Bond, Stacey
 Purpose and timelines: Funds are raised through the sale of pre-ordered hot lunch, which provides every student in ECS - Grade 6 the opportunity to have hot lunch on Wednesdays in St. Martin's School during the school year. Program information will be communicated to the parents via agenda messages and school newsletters. Online orders will be available via the Parent Portal.
 Revenue to collect: Revenue is collected from hot lunch orders submitted on line at a cost of \$7/lunch.
 Items/Services to be purchased: Hot lunch.
 Surplus/Deficit Handling Plan: Surplus will be carried forward, to next school year. Any proceeds of this program will go towards the general school fund.

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: Junior University fees are added to the student accounts and will be available for payment on the Parent Portal
 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, to use on future Junior University classes. 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. Book Fair - Date and times will be posted via Newsletter, website and student agenda notes.

Revenue to collect: Online payment via the Parent Portal

Items/Services to be purchased: Books and supplies for the library

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

Project name: Milk Program

Person responsible: Bond, Stacey

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 agenda messages and school newsletters. 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 General Account.

Project name: Music Program

Person responsible: Yaremko, Bridget

Purpose and timelines: Newsletters, website and notes in student agendas.

Revenue to collect: Silver collection/ and seating raffle at Christmas concert

Items/Services to be purchased: Items and services specific to St. Martin's Music program.

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: Outdoor Ed

Person responsible: Kucy, Joe

Purpose and timelines: Note home to parents outlining project and how funds will be used

Revenue to collect: Fees are added to the student accounts and will be available for payment on the Parent Portal.

Items/Services to be purchased: Fees will be used for costs directly related to specialty projects, supplies for this class, or field trips including but not limited to: field trip admission fees, in class presentation/activity fees and busing required to attend 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 be added to the child's Power School account for future use.

Project name: Rec

Person responsible: Kucy, Joe

Purpose and timelines: Note home to parents outlining project and how funds will be used.

Revenue to collect: Fees are added to the student accounts and will be available for payment on the Parent Portal

Items/Services to be purchased: Fees will be used for costs directly related to specialty projects, supplies for this class, or field trips including but not limited to: field trip admission fees, in class presentation/activity fees and busing required to attend 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 be added to the child's Power School account for future use.

Project name: Recreation and Leadership Studies

Person responsible: Cheremshynski, Jennifer

Purpose and timelines: Recreation and Leadership Studies is a field trip based program allowing students to engage in various sport based and leadership based field trips. The program fee will cover field trip costs, instructor costs, and equipment costs directly related to the program.

Revenue to collect: The fee for this program will be loaded to the student account on Power School, and will be available for viewing and payment. A descriptive letter and permission slip is sent home with the student prior to any field trips.

Items/Services to be purchased: Funds will be used for costs directly related to field trips and activities 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 be added to the child's Power School account.

Project name: Robotics & Coding - Grade 5/6 Option

Person responsible: Salsbury, Lisa

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: Sorochan, Melanie

Purpose and timelines: Stakeholders have an option of purchasing Saints apparel.

Revenue to collect: Purchasing options/forms are added to the student accounts and will be available for payment on the Parent Portal

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: Kucy, Joe

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: Sororchan, Melanie

Purpose and timelines: Purpose of project will be communicated via our bi-weekly newsletter, through the St. Martin's website, and through written notices in the student agendas

Revenue to collect: Fundraising or donation

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

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

Project name: Track and Field

Person responsible: Cheremshynski, Jennifer

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: Costs associated with track and field expenses

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.