

# Project Plan Summary



## St. Martin's Catholic School

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Vegreville, AB

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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.
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. If surplus is \$5.00 or greater, a credit will be given to the students portal.
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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.
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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 \$5.00/child - a credit will be added to the child's Power School account for future use.
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Project name:	ECS Kanga Pouches

Person responsible: Zacharkiw, Cheryl

Purpose and timelines: Kanga Pouches are used by students to take home notes, agendas, reading books, etc. This will ensure materials are protected to and from school, especially from water bottles and lunches. A note will be sent home at the beginning of the school year advising of the fee posted to PowerSchool.

Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and have been calculated based on costs. Fees are paid online through PowerSchool.

Items/Services to be purchased: Funds are directly related to cost of kanga pouches.

Surplus/Deficit Handling Plan: Surplus funds will be used to purchase extra Kanga Pouches and cover the cost of shipping. In the event of a deficit, the cost of pouches will increase to cover the deficit.

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 \$5.00/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: 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 \$5.00/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 \$5.00/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 \$5.00/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 \$5.00/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

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 \$5.00/child - a credit will be added to the child's Power School account for future use.

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**Project name:** Fundraising

**Person responsible:** Dubuc, Fronde

**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:** 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.

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**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 and 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.

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**Project name:** Hot Lunch

**Person responsible:** Dubuc, Fronde

**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 Monday & Thursday 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.

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**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.

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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.

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Project name: Nature ECS

Person responsible: McMaster, Bronwyn

Purpose and timelines: Parents are notified at the beginning of the year any cost relating to course by signing an agreement acknowledging their acceptance of course and fee expectations.

Revenue to collect: Online payments through PowerSchool (fees are posted at the beginning of the school year or when roasters are completed).

Items/Services to be purchased: All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects. Staff wages.

Surplus/Deficit Handling Plan: Cost recovery program, should there be a surplus, it will go towards a year end activity. If surplus is greater than \$5/student a credit will be issued to the student PowerSchool portal.

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Project name: PreK

Person responsible: McMaster, Bronwyn

Purpose and timelines: Parents are notified at the beginning of the year any cost relating to course by signing an agreement acknowledging their acceptance of course and fee expectations.

Revenue to collect: Online payments through PowerSchool (fees are posted at the beginning of the school year or when roasters are completed).

Items/Services to be purchased: All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects. Staff wages.

Surplus/Deficit Handling Plan: Cost recovery program, should there be a surplus, it will go towards a year end activity. If surplus is greater than \$5/student a credit will be issued to the student PowerSchool portal.

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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 newsletter, through the St. Martin's website, and through written notices in the student agendas. Example of projects: School clothing and Boston Pizza and Quesada Lunches
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:	Technology
Person responsible:	Kucy, Joe
Purpose and timelines:	A fee is added to PowerSchool at the beginning of each year to all grade K-3 students.
Revenue to collect:	Fees are paid online through PowerSchool.
Items/Services to be purchased:	For the use of computers and internet/wifi for students
Surplus/Deficit Handling Plan:	Any surplus will be carried forward.