

# Project Plan Summary



**St. Martin's Catholic School**

4314 - 54A Avenue

Vegreville, AB

T9C 1C8

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**Principal:** Darby Murphy

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<b>Project name:</b>	<b>Donations</b>
<b>Person responsible:</b>	Murphy, Darby
<b>Revenue Model:</b>	Funds collected in this project are generated from donation, fundraising or other revenue sources.
<b>Purpose:</b>	
<b>Items/Services to be purchased:</b>	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"><li>• Non-curricular goods</li></ul>
<b>Surplus/Deficit Handling Plan:</b>	<i>Plan for handling unspent donations, fundraising, or other revenue received:</i> At the end of the year, any unspent funds will remain in the project and be carried forward for future use.
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<b>Project name:</b>	<b>ECS Field Trips</b>
<b>Person responsible:</b>	McMaster, Bronwyn
<b>Revenue Model:</b>	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be up to \$200 fee collected for this project.
<b>Purpose:</b>	<i>Student Fee</i> The purpose of this project is to collect fees for students to participate in field trips and class activities. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>
<b>Items/Services to be purchased:</b>	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"><li>• Admission Fees</li><li>• Educational presentations</li><li>• Non-curricular goods</li><li>• Transportation costs</li></ul>
<b>Surplus/Deficit Handling Plan:</b>	<i>Plan for handling unspent fees collected from students:</i> After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

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<b>Project name:</b>	<b>ECS Kanga Pouches</b>
<b>Person responsible:</b>	McMaster, Bronwyn
<b>Revenue Model:</b>	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a \$14 fee collected for this project.
<b>Purpose:</b>	<i>Student Fee</i> The purpose of this project is to collect fees for students to receive a Kanga Pouch. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>
<b>Items/Services to be purchased:</b>	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> <li>• Enhanced supplies</li> </ul>
<b>Surplus/Deficit Handling Plan:</b>	<i>Plan for handling unspent fees collected from students:</i> After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

<b>Project name:</b>	<b>Field Trips Gr 1</b>
<b>Person responsible:</b>	Grade 1 Teaching Team
<b>Revenue Model:</b>	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be up to \$155 fee collected for this project.
<b>Purpose:</b>	<i>Student Fee</i> The purpose of this project is to collect fees for students to participate in field trips and class activities. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>
<b>Items/Services to be purchased:</b>	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> <li>• Admission Fees</li> <li>• Educational presentations</li> <li>• Non-curricular goods</li> <li>• Transportation costs</li> </ul>
<b>Surplus/Deficit Handling Plan:</b>	<i>Plan for handling unspent fees collected from students:</i> After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

<b>Project name:</b>	<b>Field Trips Gr 2</b>
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<b>Person responsible:</b>	Grade 2 Teaching Team
<b>Revenue Model:</b>	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be up to \$110 fee collected for this project.
<b>Purpose:</b>	<i>Student Fee</i> The purpose of this project is to collect fees for students to participate in field trips and class activities. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>
<b>Items/Services to be purchased:</b>	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> <li>• Admission Fees</li> <li>• Educational presentations</li> <li>• Non-curricular goods</li> <li>• Transportation costs</li> </ul>
<b>Surplus/Deficit Handling Plan:</b>	<i>Plan for handling unspent fees collected from students:</i> After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

<b>Project name:</b>	<b>Field Trips Gr 3</b>
<b>Person responsible:</b>	Grade 3 Teaching Team
<b>Revenue Model:</b>	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be up to \$110 fee collected for this project.
<b>Purpose:</b>	<i>Student Fee</i> The purpose of this project is to collect fees for students to participate in field trips and class activities. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>
<b>Items/Services to be purchased:</b>	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> <li>• Admission Fees</li> <li>• Educational presentations</li> <li>• Non-curricular goods</li> <li>• Transportation costs</li> </ul>
<b>Surplus/Deficit Handling Plan:</b>	<i>Plan for handling unspent fees collected from students:</i> After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

<b>Project name:</b>	<b>Field Trips Gr 4</b>
<b>Person responsible:</b>	Grade 4 Teaching Team
<b>Revenue Model:</b>	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be up to \$250 fee collected for this project.
<b>Purpose:</b>	<i>Student Fee</i> The purpose of this project is to collect fees for students to participate in field trips and class activities. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>
<b>Items/Services to be purchased:</b>	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> <li>• Admission Fees</li> <li>• Educational presentations</li> <li>• Non-curricular goods</li> <li>• Transportation costs</li> </ul>
<b>Surplus/Deficit Handling Plan:</b>	<i>Plan for handling unspent fees collected from students:</i> After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

<b>Project name:</b>	<b>Field Trips Gr 5</b>
<b>Person responsible:</b>	Grade 5 Teaching Team
<b>Revenue Model:</b>	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be up to \$165 fee collected for this project.
<b>Purpose:</b>	<i>Student Fee</i> The purpose of this project is to collect fees for students to participate in field trips and class activities. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>
<b>Items/Services to be purchased:</b>	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> <li>• Admission Fees</li> <li>• Educational presentations</li> <li>• Non-curricular goods</li> <li>• Transportation costs</li> </ul>
<b>Surplus/Deficit Handling Plan:</b>	<i>Plan for handling unspent fees collected from students:</i> After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be

spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

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<b>Project name:</b>	<b>Field Trips Gr 6</b>
<b>Person responsible:</b>	Grade 6 Teaching Team
<b>Revenue Model:</b>	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be up to \$120 fee collected for this project.
<b>Purpose:</b>	<i>Student Fee</i> The purpose of this project is to collect fees for students to participate in field trips and class activities. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>
<b>Items/Services to be purchased:</b>	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"><li>• Admission Fees</li><li>• Educational presentations</li><li>• Non-curricular goods</li><li>• Transportation costs</li></ul>
<b>Surplus/Deficit Handling Plan:</b>	<i>Plan for handling unspent fees collected from students:</i> After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

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<b>Project name:</b>	<b>Fundraising</b>
<b>Person responsible:</b>	Dubuc, Fronde
<b>Revenue Model:</b>	Funds collected in this project are generated from donation, fundraising or other revenue sources.
<b>Purpose:</b>	
<b>Items/Services to be purchased:</b>	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"><li>• Educational presentations</li><li>• Enhanced supplies</li><li>• Non-curricular goods</li></ul>
<b>Surplus/Deficit Handling Plan:</b>	<i>Plan for handling unspent donations, fundraising, or other revenue received:</i> At the end of the year, any unspent funds will remain in the project and be carried forward for future use.

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<b>Project name:</b>	<b>General</b>
<b>Person responsible:</b>	Murphy, Darby
<b>Revenue Model:</b>	Funds collected in this project are generated from donation, fundraising or other revenue sources.
<b>Purpose:</b>	

**Items/Services to be purchased:** *Fees for this project may be used towards the following:*

- Admission Fees
- Educational presentations
- Enhanced supplies
- Non-curricular goods
- Transportation costs

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**Surplus/Deficit Handling Plan:** *Plan for handling unspent donations, fundraising, or other revenue received:*  
At the end of the year, any unspent funds will remain in the project and be carried forward for future use.

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**Project name:** **Gym - Jump Rope for Heart**

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**Person responsible:** Cheremshynski, Jennifer

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**Revenue Model:** Funds collected in this project are generated from donation, fundraising or other revenue sources.

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**Purpose:**

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**Items/Services to be purchased:** *Fees for this project may be used towards the following:*

- Enhanced supplies
- Equipment replacement, school with less than 500 students (maximum \$4.00 per student to a maximum balance of \$35,000)
- Non-curricular goods
- Gym/Track and Field supplies

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**Surplus/Deficit Handling Plan:** *Plan for handling unspent donations, fundraising, or other revenue received:*  
At the end of the year, any unspent funds will remain in the project and be carried forward for future use.

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**Project name:** **Hot Lunch**

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**Person responsible:** Dubuc, Fronde

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**Revenue Model:** Funds collected in this project are generated from student fees, as described below:  
The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a lunch fee collected for this project.

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**Purpose:** *Student Fee*  
The purpose of this project is to collect fees for students to participate in hot lunch. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.  
*Donation/Fundraising/Other*

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**Items/Services to be purchased:** *Fees for this project may be used towards the following:*

- Lunch orders from Boston Pizza, Quesada, Edo Japan, Subway, Booster Juice.

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**Surplus/Deficit Handling Plan:** *Plan for handling unspent fees collected from students:*  
Surplus is used for student prizes which includes spin to win. At the end of the year, any unspent funds will remain in the project and be carried forward for future use.

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**Project name:** **Library**

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**Person responsible:** Halina, Pauline

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**Revenue Model:** Funds collected in this project are generated from donation, fundraising or other revenue sources.

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**Purpose:**

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**Items/Services to be purchased:** *Fees for this project may be used towards the following:*

- Educational presentations
- Enhanced supplies
- Non-curricular goods

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**Surplus/Deficit Handling Plan:** *Plan for handling unspent donations, fundraising, or other revenue received:* Funds are used to replace books needed in the Library. At the end of the year, any unspent funds will remain in the project and be carried forward for future use.

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**Project name:** **Music Program**

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**Person responsible:** Yaremko, Bridget

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**Revenue Model:** Funds collected in this project are generated from donation, fundraising or other revenue sources.

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**Purpose:**

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**Items/Services to be purchased:** *Fees for this project may be used towards the following:*

- Educational presentations
- Enhanced supplies
- Non-curricular goods
- instruments and supplies for the music program

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**Surplus/Deficit Handling Plan:** *Plan for handling unspent donations, fundraising, or other revenue received:* At the end of the year, any unspent funds will remain in the project and be carried forward for future use.

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**Project name:** **School Received Grants**

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**Person responsible:** Murphy, Darby

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**Revenue Model:** Funds collected in this project are generated from donation, fundraising or other revenue sources.

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**Purpose:**

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**Items/Services to be purchased:** *Fees for this project may be used towards the following:*

- Educational presentations
- Enhanced supplies
- Equipment replacement, school with less than 500 students (maximum \$4.00 per student to a maximum balance of \$35,000)
- Non-curricular goods
- Transportation costs

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**Surplus/Deficit Handling Plan:** *Plan for handling unspent donations, fundraising, or other revenue received:* At the end of the year, any unspent funds will remain in the project and be carried forward for future use.

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**Project name:** **Whole School Field Trips**

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<b>Person responsible:</b>	Murphy, Darby
<b>Revenue Model:</b>	<p>Funds collected in this project are generated from student fees, as described below:</p> <p>The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be up to \$100 fee collected for this project.</p>
<b>Purpose:</b>	<p><i>Student Fee</i></p> <p>The purpose of this project is to collect fees for students to participate in field trips and class activities. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.</p> <p><i>Donation/Fundraising/Other</i></p>
<b>Items/Services to be purchased:</b>	<p><i>Fees for this project may be used towards the following:</i></p> <ul style="list-style-type: none"> <li>• Admission Fees</li> <li>• Educational presentations</li> <li>• Enhanced supplies</li> <li>• Non-curricular goods</li> <li>• Transportation costs</li> </ul>
<b>Surplus/Deficit Handling Plan:</b>	<p><i>Plan for handling unspent fees collected from students:</i></p> <p>After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.</p>