

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. Joseph Dumont

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:	Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.
Surplus/Deficit Handling Plan:	

Project name:	Alternative Environment
Person responsible:	Dumont, Joseph
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 used at the discretion of principal or carried forward. Information available to stakeholders upon request.

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	Cash, debit, credit card.

collect:

Items/Services to be purchased: Books and resources.

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

Project name: Bussing

Person responsible: Dumont, Joseph

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) used at the discretion of principal, or carried forward. Surplus would not reflect field trips. Information available to stakeholders upon request.

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: Surplus used at the discretion of assistant principal. Some surplus will be carried over as a float/reserve. Information available to stakeholders upon request.

Project name: District Material

Person responsible: Dumont, Joseph

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: Operational school expenses, office supplies.

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: DIV 1 Agenda Books

Person responsible: Dumont, Joseph

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 used at the discretion of principal, or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: DIV 2 Agenda Books
Person responsible: Dumont, Joseph
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 used at the discretion of principal, or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Donations
Person responsible: Dumont, Joseph
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 used at the discretion of principal, or carried forward. Information available to stakeholders upon request.

Project name: ECS Field Trips
Person responsible: Dumont, Joseph
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.

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: Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: ECS Noon Hour Supervision Fee

Person responsible: Dumont, Joseph

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 used to provide paid noon hour supervisor

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: ECS Other

Person responsible: Zacharkiw, Cheryl

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 used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: ECS Supplies

Person responsible: Zacharkiw, Cheryl

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 used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Field Trips Gr 1

Person responsible: Dumont, Joseph

Purpose and timelines: School Fees 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 costs directly related to field trips.

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Field Trips Gr. 2

Person responsible: Dumont, Joseph

Purpose and timelines: School Fees 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 costs directly related to field trips.

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Field Trips Gr. 3

Person responsible: Dumont, Joseph

Purpose and timelines: School Fees 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 costs directly related to field trips.

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Field Trips Gr. 4

Person responsible: Dumont, Joseph

Purpose and timelines: School Fees 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 costs directly related to field trips.

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Field Trips Gr. 5

Person responsible: Dumont, Joseph

Purpose and timelines: School Fees 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 costs directly related to field trips.

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Field Trips Gr. 6

Person responsible: Dumont, Joseph

Purpose and timelines: School Fees 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 costs directly related to field trips.

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Float/Reserve

Person responsible: Dumont, Joseph

Purpose and timelines: No cost to stakeholders.

Revenue to collect: None

Items/Services to be purchased: Funds will be used at principals discretion.

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal or carried forward. Information available to stakeholders upon request.

Project name: Fundraising

Person

responsible: Dumont, Joseph

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 used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: General

Person responsible: Dumont, Joseph

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 used at the discretion of principal or carried forward. Information available to stakeholders upon request.

Project name: Hot Dog Days

Person responsible: Dumont, Joseph

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.

Project name: Junior University

Person responsible: Sorochan, Melanie

Purpose and timelines: No fee.

Revenue to collect: Donations/grants.

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

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal or 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: 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 Handling Plan: Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Math Work Book Gr. 3

Person responsible: Sorochan, Melanie

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: Math work books, or cost associated with printing, cost associated with purchase of reproducible work book.

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Math Work Book Gr. 4

Person responsible: Austin, Vanessa

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: Math work books, or cost associated with printing, cost associated with purchase of reproducible work book.

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Math Work Book Gr. 5

Person responsible: Salsbury, Lisa

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: Math work books, or cost associated with printing, cost associated with purchase of reproducible work book.

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Math Work Book Gr. 6

Person responsible: Deal, Tracy

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: Math work books, or cost associated with printing, cost associated with purchase of reproducible work book

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Milk Program

Person responsible: Cheremshynski, Jennifer

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 Handling Plan: Surplus used for equipment for school, or carried forward. Information available to stakeholders upon request.

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 Handling Plan: Surplus used at the discretion of person responsible or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Reimbursements

Person

responsible: Dumont, Joseph

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 used at the discretion of principal or carried forward. Information available to stakeholders upon request.

Project name: Saints Clothing

Person responsible: Dumont, Joseph

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 used at the discretion of principal or carried forward. Information available to stakeholders upon request.

Project name: Scribblers/Duotangs

Person responsible: Bicknell, Charlene

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: Scribblers/Duotangs/Consumable writing materials

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Special Art Supplies Gr 1

Person responsible: Dumont, Joseph

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 Martins Catholic School.

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

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal, or carried forward. Surplus

Handling Plan: would be minimal if any. Information available to stakeholders upon request.

Project name: Special Art Supplies Gr 2

Person responsible: Dumont, Joseph

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 Martins Catholic School.

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

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal, or carried forward. Surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Special Art Supplies Gr 3

Person responsible: Dumont, Joseph

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 Martins Catholic School.

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

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal, or carried forward. Surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Special Art Supplies Gr 4

Person responsible: Austin, Vanessa

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 Martins Catholic School.

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

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal, or carried forward. Surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Special Art Supplies Gr 5

Person responsible: Dumont, Joseph

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 Martins Catholic

collect: School.
Items/Services to be purchased: Special art supplies for student projects, eg, Mothers/Fathers Day
Surplus/Deficit Handling Plan: Surplus used at the discretion of principal, or carried forward. Surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Special Art Supplies Gr 6
Person responsible: Dumont, Joseph
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 Martins Catholic School.
Items/Services to be purchased: Special art supplies for student projects, eg, Mothers/Fathers Day
Surplus/Deficit Handling Plan: Surplus used at the discretion of principal, or carried forward. Surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Student Government
Person responsible: Dumont, Joseph
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 used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Supplies
Person responsible: Dumont, Joseph
Purpose and timelines: No fee/funds will be requested.
Revenue to collect: Donations.
Items/Services to be purchased: Supplies for St. Martin's School as a whole.
Surplus/Deficit Handling Plan: Any surplus will be carried forward.

Project name: Technology
Person responsible: Dumont, Joseph

Purpose and timelines:	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.