

Project Plan Summary



St. Mary's Catholic School

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Principal: Mrs. Tanya Thiessen

Project name:	Jr. High Computers
Person responsible:	Salsbury, Jim
Purpose and timelines:	This would be part of the course fee.
Revenue to collect:	Fees changed to parents
Items/Services to be purchased:	Materials (paper, ink, ect.)
Surplus/Deficit Handling Plan:	This allows the students to create projects and take them home when finished.

Project name:	ADLC Student Center
Person responsible:	Brownlee, Michelle
Purpose and timelines:	The purpose of taking taking ADLC is to facilitate /supplement courses not available through the school.
Revenue to collect:	The source of revenue are funds collected on a course by course basis to cover the cost of materials taking the course for ADLC.
Items/Services to be purchased:	ADLC course materials and registration costs for using the program.
Surplus/Deficit Handling Plan:	Since the fees collected are determined on a cost course basis, there should be no surplus or deficit.

Project name:	Art
Person responsible:	Woitias, Amanda
Purpose and timelines:	Purchasing of Art supplies for use during the school year. Stakeholders will be notified through course outline of the projects.
Revenue to collect:	Revenue collected will be in the form of an Art fee.
Items/Services to be purchased:	Art supplies for project e.g.paint, clay , sketch books, pastels, ect.

Surplus/Deficit Handling Plan: Restocking and buying of art supplies.

Project name: Business

Person responsible: Kirk, Darren

Purpose and timelines: Fees would charged for an project or field trip.

Revenue to collect: Fees charged to parents

Items/Services to be purchased: Cost of project or supplies needed.

Surplus/Deficit Handling Plan: Any surplus will go towards the business program for the following year.

Project name: Busses

Person responsible: Salsbury, Jim

Purpose and timelines: Fees are collected as per school fees, and parents are notified for any extra bussing cost. e.g fieldtrips. The is also a .50 per km usage fee.

Revenue to collect: Fees are charged to parents

Items/Services to be purchased: Cost of transportation and repairs of busses, insurance, inspections, and maintenance of all three busses.

Surplus/Deficit Handling Plan: Remaining funds will be used for future repairs on busses. Breakdown on school fees.

Project name: Canteen

Person responsible: Thiessen, Tanya

Purpose and timelines: Provide food and hot lunches for students on a weekly basis. It is communicated through a newsletter to parents.

Revenue to collect: Revenue is collected from the purchasing of food items.

Items/Services to be purchased: Restocking of inventory and items for school and the students to benefit all from.

Surplus/Deficit Handling Plan: Surplus will be used to purchase items for students to use in school.

Project name: Com Tech

Person responsible: Salsbury, Jim

Purpose and timelines: Letter to parents and school fee breakdown.

Revenue to collect: Fees to parents.

Items/Services to be purchased: Equipment for robotics, cameras, vinyl for printers and computers programs.

Surplus/Deficit Handling Plan: Letter to parents indicating surplus would be used for replacement of computer materials.

Project name: Curling.

Person responsible: Zorniak, Curtis

Purpose and timelines: To fund activities for school curling club. Stakeholders will be notified through a letter at the first meeting.

Revenue to collect: Sport fees from people participating.

Items/Services to be purchased: Ice time, tournaments fees, transportation.

Surplus/Deficit Handling Plan: Surplus to go toward parents if significant. Will be communicated at team signup.

Project name: Donations

Person responsible: Thiessen, Tanya

Purpose and timelines: Newsletter

Revenue to collect: Money donated to the school from members of the community.

Items/Services to be purchased: What the group donating specified for the use of the funds.

Surplus/Deficit Handling Plan: What the group donating specified for the use of the funds.

Project name: Drama Club

Person responsible: Terlesky, Daniette

Purpose and timelines: Posters and newspaper advertising will communicate ticket prices. Usually done in the spring.

Revenue to collect: Ticket sales.

Items/Services to be purchased: Items to be purchased are scripts, royalty fees, props, sets, costumes, advertising, and food and beverages for actors.

Surplus/Deficit Handling Plan: Surplus will remain in account to help with purchase of future scripts and materials needed to continue the growth of Drama program.

Project name: Fields Trips

Person responsible: Thiessen, Tanya

Purpose and timelines: Fees will be charged for any extra field trips staff and students will be doing. A letter or meeting will go out to the parents

Revenue to collect: Fees charged to parents.

Items/Services to be purchased: The field trip expenses. E.g fees, ticket costs meals transportation.ect

Surplus/Deficit Handling Plan:	Details on specific trips will be communicated to parents.
Project name:	Food & Fabric
Person responsible:	Stuart, Jacquie
Purpose and timelines:	Letters to parents and parents and breakdown of fees. These are used to purchase food and materials for program.
Revenue to collect:	Fees collected from parents.
Items/Services to be purchased:	The purchasing of foods and materials needed for program. Field trips.
Surplus/Deficit Handling Plan:	Any surplus is used to restock Food & Fabric programs. This is communicated through the breakdown of fees.
Project name:	Graduation
Person responsible:	Giebelhaus, Kelli
Purpose and timelines:	Meeting is held to inform parents of budget and costs, any additions to the fees are communicated through letters. Fees are used to cover expenses for Grad. E.g. decorating, insurance, hall, rental, food, and any other expenses that arise.
Revenue to collect:	Fees from parents and any fundraising that the graduation class performs.
Items/Services to be purchased:	Decorating, hall rental, insurance, d.j.'s food . Ect.
Surplus/Deficit Handling Plan:	Surplus is rolled into the next year and is communicated to the parents in the first meeting. Also the Grad class has the options of donating to purchase items for the students of St. Mary's
Project name:	International Travel
Person responsible:	Stuart, Jacquie
Purpose and timelines:	September to June. Poster, announcements with proceeds to go to travel club.
Revenue to collect:	Fees to parents, fundraising of hot dog sales, bake sales and others to be determined.
Items/Services to be purchased:	Tip money for guides and bus drivers, and money to cover optional excursions.
Surplus/Deficit Handling Plan:	Surplus will remain in account to help with future travel.
Project name:	Jr. Badminton
Person responsible:	Tanya Thiessen
Purpose and timelines:	Fees are charged to parents of team members to cover uniforms, equipment, transportation and tournament fees. Letter sent out to team members parents indicating the cost and breakdown of fees.

Revenue to collect: Students will be charged to cover the costs of fees.
Items/Services to be purchased: Cost of uniforms, equipment, transportation, and tournament fees.
Surplus/Deficit Handling Plan: Remaining fund will be used for purchasing equipment or a year end party for badminton team. Deficit will be covered by St. Mary's

Project name: Jr. Boys Volleyball
Person responsible: Miller, Luke
Purpose and timelines: Parents will be given written correspondence. Fees are given to team members in order to cover costs of the referees, uniforms, equipment, tournaments and transportation costs.

Revenue to collect: Fees charged to parents.
Items/Services to be purchased: Referee costs, uniforms, equipment, tournament fees and transportation costs.
Surplus/Deficit Handling Plan: Remaining funds will be used to purchase new equipment for the volleyball program. Verbally.

Project name: Jr. Girl's Basketball
Person responsible: Kobelsky, Mark
Purpose and timelines: Letters to parents and team meetings. Fees will be used to purchase new uniforms, tournaments, transportation, and equipment.

Revenue to collect: Fees charged to parents.
Items/Services to be purchased: New uniforms, tournaments, transportation and equipment.
Surplus/Deficit Handling Plan: Parents notified that surplus are used to replace equipment need.

Project name: Jr. High Basketball Boys
Person responsible: Stuart, Jacquie
Purpose and timelines: Teams will be charged a fee in order to cover cost of referees, uniforms, equipment, transportation and tournament fees. Letter will be sent to parents at the beginning of season.

Revenue to collect: Fees charged to the parents of athletes.
Items/Services to be purchased: Cost of referees, uniforms, equipment, transportation and tournament fees.
Surplus/Deficit Handling Plan: Purchasing equipment and year end party for basketball.

Project name: Jr. High Drama
Person responsible: Woitas, Amanda

Purpose and timelines:	Project: Purchase gels for lights, new costumes, greek masks, script royalties. This will be communicated in their course registration.
Revenue to collect:	Fees charged to parents at the start of semester.
Items/Services to be purchased:	Gels, Costumes, Scripts
Surplus/Deficit Handling Plan:	Any surplus will go towards the drama program for the following year
Project name:	Jr. High Track & Field
Person responsible:	Tanya Thiessen
Purpose and timelines:	Fees are charged to team in orders to cover the cost of uniforms, equipment, transportation and track meets. Parents will receive written notification at the beginning of season.
Revenue to collect:	Fees charged to the parents of athletes.
Items/Services to be purchased:	Cost of uniforms, equipment, transportation and Track meet.
Surplus/Deficit Handling Plan:	Remaining funds will be used for the purchasing equipment if necessary or used for a year end party
Project name:	Jr. High Volleyball Girl's
Person responsible:	Stuart, Jacquie
Purpose and timelines:	Fees required to be charged to the volleyball team in order to cover the cost of referees, uniforms, equipment, transportation and tournament fees. Fees will be sent to parents indicating the breakdown of fees charged
Revenue to collect:	Fees charged to parents of athletes
Items/Services to be purchased:	Costs of referees, uniforms, equipment, transportation and tournament fees
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will be used for purchasing new equipment (if necessary) or used for a year end party for the volleyball team
Project name:	Kananaskis
Person responsible:	Salsbury, Jim
Purpose and timelines:	Parents are notified by letters and a meeting. Fees are charged for the expenses of the trip
Revenue to collect:	Fees charged to parents. Fundraising.
Items/Services to be purchased:	Excursion on the trip, transportation, lodging, and food.
Surplus/Deficit Handling Plan:	Information will be communicated to parents at the meeting and surplus will be rolled over to cover cost of future trips.
Project name:	Library

Person responsible: Quinton, Cheryl
Purpose and timelines: Letters are sent home with student fees. To purchase lost or damaged books or library materials.
Revenue to collect: Fees are collected from parents.
Items/Services to be purchased: Replace lost or damaged library materials
Surplus/Deficit Handling Plan: Any surplus will be used on purchasing library materials

Project name: Off- Campus
Person responsible: Miller, Luke
Purpose and timelines: Letters to parents. Fees will be used to pay off-campus expense.
Revenue to collect: Fees charged to parents.
Items/Services to be purchased: Fee charged by Off Campus for Green Certificate and other off campus programs.
Surplus/Deficit Handling Plan: Parents notified of a surplus.

Project name: Outdoor Education
Person responsible: Kirk, Darren
Purpose and timelines: Fees are communicated to parents through school fees. Fees are used to purchase supplies for the program.
Revenue to collect: Fees charged to parents.
Items/Services to be purchased: Materials used in Outdoor Ed.
Surplus/Deficit Handling Plan: Letters to parents that indicate that if there is a surplus the amount will be used to purchase materials for class.

Project name: P.E. Fees
Person responsible: Miller, Luke
Purpose and timelines: Fees are charged to class participants in order to cover the costs of activities, equipment & transportation associated with curriculum enrichment. Included in school fees
Revenue to collect: Fees charged to parents.
Items/Services to be purchased: Activity costs fees, transportation costs, P.E. equipment.
Surplus/Deficit Handling Plan: Remaining funds will be used to purchase new equipment for the P.E. program.

Project name:	Personal Fitness
Person responsible:	Miller, Luke
Purpose and timelines:	Fee will be printed in student handbook. The use of such funds will be communicated in the course outline
Revenue to collect:	Fees charged to parents
Items/Services to be purchased:	Zumba, Cross Conditioning Presentation, fitness centre equipment
Surplus/Deficit Handling Plan:	Surplus funds will be put into the Fitness Centre Equipment Replacement Account
Project name:	Registration
Person responsible:	Thiessen, Tanya
Purpose and timelines:	Through school fees. There will be a breakdown of all registration and school fees in all students fees.
Revenue to collect:	Fees charged to parents.
Items/Services to be purchased:	That was outlined in the breakdown of school fees. E.g. transportation, supplies, option course.
Surplus/Deficit Handling Plan:	Used to purchase items for the students.
Project name:	Religious Congress
Person responsible:	Thiessen, Tanya
Purpose and timelines:	Fee charged to participants of Religious Congress Trips. This is related to parents through meetings, letters home and e-mails
Revenue to collect:	Students will be charged a fee for flights, accommodations, tickets, and other related cost of the trip.
Items/Services to be purchased:	Conference fees, transportation accommodations, and other related cost of the trip.
Surplus/Deficit Handling Plan:	Surplus if any will remain in account to help future Religious Congress trips.
Project name:	Saints School Clothing
Person responsible:	Manderson, Chris
Purpose and timelines:	Fees are charged to parents to purchase school clothing. A hand out with clothes and fees is sent home with all students.
Revenue to collect:	Fees charged to parents.
Items/Services to be purchased:	School clothing
Surplus/Deficit Handling Plan:	Any surplus is used to save up for new clothing uniforms.

Project name: Ski Club
Person responsible: Stuart, Jacquie
Purpose and timelines: Meets and letters to parents and students. Funds are to be used for lodging,ski equipment, food, transportation,Ski lift tickets.
Revenue to collect: Fees from parents and fundraising.
Items/Services to be purchased: Funds are to be used for lodging, ski equipment food, transportation,ski lift tickets.
Surplus/Deficit Handling Plan: There is no surplus or deficit. The cost is split equally.

Project name: Spanish
Person responsible: Brownlee, Michelle
Purpose and timelines: Fees are required to be charged for events or projects in Spanish..e.g. cinco de mayo celebration
Revenue to collect: Fees charged to parents
Items/Services to be purchased: Cost of supplies for project, e.g pinatas or celebrations
Surplus/Deficit Handling Plan: Remaining funds at the end of the year will be used for an end of the year party . Parents will be informed of this intent in the newsletter sent at the beginning of the year

Project name: Special Needs
Person responsible: Brownlee, Michelle
Purpose and timelines: Meetings with parents to indicate what funds are used for the students.
Revenue to collect: Hot dog sales , bottle recycle.
Items/Services to be purchased: Equipment and programs for students
Surplus/Deficit Handling Plan: Any surplus will be used to enhance special needs program.

Project name: Sport Council
Person responsible: Woitas, Amanda
Purpose and timelines: Letters to parents and team meetings.Fees will be used pay sport council.
Revenue to collect: Fees charged to parents.
Items/Services to be purchased: Fee charged by Sport Council for referees and gym rental
Surplus/Deficit Handling Plan: Parents notified that surplus will be carried-over

Handling Plan:

Project name: Sports for Life/Ellite Sports

Person responsible: Kobelsky, Mark

Purpose and timelines: This project will be communicated through a letter and/or course outline sent home.

Revenue to collect: Students are invoiced at the beginning of the year.

Items/Services to be purchased: Facility rentals and admissions, sport items, green fees, scuba, wall climbing, dance class ect. It also included the cost of replacing equipment and transportation.

Surplus/Deficit Handling Plan: Surplus funds will be used for following years to replace equipment or enhance the sports program.

Project name: Sports Medicine

Person responsible: Manderson, Chris

Purpose and timelines: Fees are charged to cover the cost of the training supplies required to complete the course. Fees are sent home to parents from the office and communicated further through the course outline

Revenue to collect: Fees charged to parents.

Items/Services to be purchased: First-aid training supplies.

Surplus/Deficit Handling Plan: Left over funds will be used to save up for larger ticket items(training tables). This will be communicated in the course outline

Project name: Sr. Boy's Basketball

Person responsible: Quinton, Cheryl

Purpose and timelines: Letters to parents and team meetings.Fees will be used to purchase new uniforms tournaments, transportation,and equipment.

Revenue to collect: Fees charged to parents.

Items/Services to be purchased: New uniforms, tournaments transportation and equipment.

Surplus/Deficit Handling Plan: Parents notified that surplus are used to replace equipment.

Project name: Sr. Boys Volleyball

Person responsible: Manderson, Chris

Purpose and timelines: Fees are charged to parents to cover the cost of entry fees,transportations, uniforms, and equipment. A meeting at the beginning of the season is had with all team member parents.

Revenue to collect: Fees charged to parents. Fundraising by parents.

Items/Services to be purchased:	Entry fees, official costs, equipment and uniforms.
Surplus/Deficit Handling Plan:	Any surplus will be used to save up for equipment and or new uniforms. As communicated to parents via the letter meeting at the beginning of the season.
Project name:	Sr. Girls Volleyball
Person responsible:	Salsbury, Jim
Purpose and timelines:	Fees are charged to parents to cover the cost of entry fees,transportations, uniforms, and equipment. A meeting at the beginning of the season is had with all team member parents.
Revenue to collect:	Fees charged to parents. Fundraising by parents.
Items/Services to be purchased:	Entry fees, official costs, equipment and uniforms.
Surplus/Deficit Handling Plan:	Any surplus will be used to save up for euipment and or new uniforms. As communicated to parents via the letter meeting at the beginning of the season.
Project name:	Sr. High Badminton
Person responsible:	Salsbury, Jim
Purpose and timelines:	Fees are charged to parents of team members to cover uniforms, equipment, transportation and tournament fess.Letter sent out to team members parents indicating the cost and breakdown of fees.
Revenue to collect:	Fees charge out to parents of athletes.
Items/Services to be purchased:	Cost of uniforms, equipment, transportation, and tournament fees.
Surplus/Deficit Handling Plan:	Remaing fund swill be used for purchasing equipment or a year end party for badminton team.
Project name:	Sr. High Track & Field
Person responsible:	Manderson, Chris
Purpose and timelines:	Fees are to cover the cost o f uniforms, transportation,entry fees, equipment and or supplies. A letter at the beginning of the season is sent to all parents.
Revenue to collect:	Fees charged to parents.
Items/Services to be purchased:	Cost of equipment, uniforms, meet fees, and transportation.
Surplus/Deficit Handling Plan:	Any surplus will be saved to purchase new equipment and or uniforms, as communicated to parents via the letter at the beginning of the year
Project name:	Sr.Girl's Basketball
Person	

responsible: Kobelsky, Mark

Purpose and timelines: Letters to parents and team meetings. Fees will be used to purchase new uniforms, tournaments, transportation, and equipment.

Revenue to collect: Fees charged to parents.

Items/Services to be purchased: New uniforms, tournaments, transportation, and equipment.

Surplus/Deficit Handling Plan: Parents notified that surplus are used to replace equipment.

Project name: Student Union

Person responsible: Stuart, Jacquie

Purpose and timelines: Announcements and posters in school.

Revenue to collect: Fundraising students do in school and annual Student Council fee charged to all students

Items/Services to be purchased: Items throughout the school that all students can benefit from

Surplus/Deficit Handling Plan: All funds are spent yearly. Any surplus will be carried over to the following year.

Project name: Thunder House

Person responsible: Stuart, Jacquie

Purpose and timelines: Letters home to parents describing the fundraising projects.

Revenue to collect: Fundraising, bake sale, taco sales, bottle drives, ect.

Items/Services to be purchased: Most of the fundraising will be donated to specific projects decided on by students. Any remaining funds left will go to other projects during the year.

Surplus/Deficit Handling Plan: Any surplus of funds will stay in that house for the following years projects and purchases.

Project name: Tornado House

Person responsible: Giebelhaus, Kelli

Purpose and timelines: Letters home to parents describing the fundraising projects.

Revenue to collect: Fundraising, bake sale, taco sales, bottle drives, ect.

Items/Services to be purchased: Most of the fundraising will be donated to specific projects decided on by students. Any remaining funds left will go to other projects during the year.

Surplus/Deficit Handling Plan: Any surplus of funds will stay in that house for the following years projects and purchases.

Project name: Tsunami House
Person responsible: Terlesky, Daniette
Purpose and timelines: Letters home to parents describing the fundraising projects.
Revenue to collect: Fundraising, bake sale, taco sales, bottle drives, ect.
Items/Services to be purchased: Most of the fundraising will be donated to specific projects decided on by students. Any remaining funds left will go to other projects during the year
Surplus/Deficit Handling Plan: Any surplus of funds will stay in that house for the following years projects and purchases.

Project name: Typhoon House
Person responsible: Miller, Luke
Purpose and timelines: Letters home to parents describing the fundraising projects.
Revenue to collect: Fundraising, bake sale, taco sales, bottle drives,ect.
Items/Services to be purchased: Most of the fundraising will be donated to specific projects decided on by students. Any remaining funds left will go to other projects during the year.
Surplus/Deficit Handling Plan: Any surplus of funds will stay in that house for the following years projects and purchases.

Project name: Vending Machine
Person responsible: Salsbury, Jim
Purpose and timelines: The purpose of the vending machine is to be used as a fundraiser to offset the cost the incur for high school ASAA registrered sports player to participate in sports. Money will be distributed fairly throughoutthe sports at High School and the timeline will run continually throughout the year on an ongoing basis.
Revenue to collect: All forms of cash will be collected through the purchase of product through the vending machine.
Items/Services to be purchased: Funds will be used to support registered ASAA sports at St. Mary's school.. Funds can be used not limited to tournament fees, transportation, uniforms, assoiciation fees,etc
Surplus/Deficit Handling Plan: Any surplus or deficits will be split fairly throughout the ASAA registered teams for the school, and will be used to help with future cost of individual sports programs

Project name: Workbooks
Person responsible: Manderson, Chris
Purpose and timelines: Fees are charged to parents to cover the cost of workbooks purchased for students use. A letter is sent home to parents in the classes which use these

workbooks.

Revenue to collect: Fees charged to parents

Items/Services to be purchased: Workbooks for Physics, Biology, Chemistry, and Math

Surplus/Deficit Handling Plan: The exact fee are collected to cover the purchasing and shipping of the books.

Project name: Yearbook

Person responsible: Michaelchuk, Margaret

Purpose and timelines: Fees are charged to the students who order yearbooks.

Revenue to collect: Fees charged to students who ordr yearbooks.

Items/Services to be purchased: Yearbooks

Surplus/Deficit Handling Plan: The are no surplus funds.

Project name: Young Scientist/Author

Person responsible: Terlesky, Daniette

Purpose and timelines: Letters to parents to be sent home.

Revenue to collect: A fee charged to students participating in either the Young Scientist or Young Author.

Items/Services to be purchased: Conference fees for sessions and bussing.

Surplus/Deficit Handling Plan: No Surplus.