

Project Plan Summary



Holy Spirit Catholic School

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Principal: Mr. Ed Kucy

Project name:	5/6 Volleyball
Person responsible:	Petersen, Vanessa
Purpose and timelines:	Grade 5/6 skill development October and November
Revenue to collect:	10.00 per child
Items/Services to be purchased:	sports council fees, volunteers game nights,
Surplus/Deficit Handling Plan:	In sign up email Surplus used for volunteers
Project name:	Art 5-8
Person responsible:	Kathy Knox, Cheryl Struk Ingoldsby
Purpose and timelines:	On Option sign up sheet Students and parents will be aware of the art fee when selecting this option.
Revenue to collect:	\$30.00 per student in grade 6,7,8 and no fee in grade 5
Items/Services to be purchased:	Individual art supplies (mini art kits including sketch books, pencils, erasers, paints/pastels/etc) as well as large scale supplies that will be used by all art students per term
Surplus/Deficit Handling Plan:	extra funds will be used to replenish supplies used if there is a surplus it will be passed on to the middle school for future programming
Project name:	Athletic Pursuits
Person responsible:	Kadey, Tiffany
Purpose and timelines:	Fees are required to be charged to students in order to cover cost of bussing and facility rental.
Revenue to collect:	Fees are charged to the parents \$400.
Items/Services to be purchased:	bussing to and from different facility locations, t shirts, and facility / leader cost for activities
Surplus/Deficit Handling Plan:	All funds will be used up by the end of of the school year as there is no program next year. if there is a surplus it will be passed on to the middle school for future programming
Project name:	Badminton
Person responsible:	Healey, Elaine
Purpose and timelines:	Fees are requited to members of the badminton team in order to cover cost of league fees, team equipment and team shirt. a breakdown of costs will be provided to parents of players at the beginning of the season in a newsletter
Revenue to collect:	fees are charged to parents at the beginning of the season.
Items/Services to	Red shirts - \$35 Full Team Players - \$45 (Tournament fee = \$10 - Team Shirt =

be purchased:	\$ 25 - Badminton Equipment (birdies, rackets etc.) =\$7 - Transportation = \$3)
Surplus/Deficit Handling Plan:	Any remaining funds at the end of the season will be used for a wrap up party. Parents will be informed of this at the beginning of the season. FUNds also to be used to purchase new equipment if necessary
Project name:	Band Fees
Person responsible:	Miller, Linda
Purpose and timelines:	Parents are informed of fees at an orientation meeting prior to their child joining band for the first time or in a band orientation letter.
Revenue to collect:	\$100 student fee per band student from Holy Spirit, OLPH, and ABJ schools. OLPH and HS will be invoiced by ABJ for the dollar amount times the students enrolled. Students who rent instruments from the school will be charged an additional \$100 per year.
Items/Services to be purchased:	Sheet music, instructional method books, instrument supplies, instrument maintenance costs, instrument/equipment purchases, festival entries, folders, bussing, band camp expenses, band shirts and uniforms, Smart Music subscriptions, and miscellaneous program support.
Surplus/Deficit Handling Plan:	Surplus will be carried forward to be used for instrument/equipment purchases, With the ability to check on account balances and a predictable enrolment, deficits will be avoided.
Project name:	Basketball - Girls A & B
Person responsible:	Stecyk, Paula, Jenna Lockhart, Carole Johnston, Mark Vince
Purpose and timelines:	Fees are required to be charged to members of the basketball teams in order to cover the costs of referees, uniforms, equipment and tournament fees. At the beginning of the year, fees will be sent to the parents of teammates in a newsletter, indicating the breakdown of the fees charged.
Revenue to collect:	Fees charged to parents- B teams- \$110.00 league and tournament fees \$40.00 for team wear A Team) A Girls - 140.00 for league and tournament fees, \$40.00 for team wear.
Items/Services to be purchased:	costs of referees, uniforms, equipment and tournament fees
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will be used for an end of the year party for all of the basketball teams. Parents will be informed of this intent in the newsletter sent at the beginning of the year
Project name:	Construction Options
Person responsible:	Schultz, Wayne
Purpose and timelines:	Information on sign up sheet for options in the spring
Revenue to collect:	\$30.00 per student from OLPH and Holy Spirit gr 5-8
Items/Services to be purchased:	Materials and supplies for various projects
Surplus/Deficit Handling Plan:	Purchase materials, plans and supplies and replenish resources. Carry forward to middle school to fund option for the future.
Project name:	Cross Country Track
Person responsible:	Johnson, Sarah, O'Connor, Sharra, Smith, Brandy
Purpose and timelines:	Fees are required to be charged to members of the cross country team in order to cover the costs of race fees. At the beginning of the year, fees will be sent to the parents of teammates in a newsletter, indicating the breakdown of the fees charged.

Revenue to collect:	Fees charged to parents \$35.00 (14.00 tshirt and \$21.00 race entry fees) 21.00 race entry fee only for parents choosing not to buy shirt
Items/Services to be purchased:	Race registration, T-shirt for participants
Surplus/Deficit Handling Plan:	Runners will be given a schedule of race dates prior to payments. Excess fund carried to middle school for track.
Project name:	Design Studies 5-8
Person responsible:	Schultz, Wayne
Purpose and timelines:	School option sign up sheet Purpose: students will be introduced to various aspects of the design process. They will design and build various projects related to design. safety in the work shop will be covered before the building process begins.
Revenue to collect:	\$30.00 from students in Gr 5, 7 and 8 No charge in gr 6
Items/Services to be purchased:	supplies to do project for the course
Surplus/Deficit Handling Plan:	carried forward to repair and upkeep equipment and recover material surplus to be forwarded to middle school for future program development.
Project name:	Digital Media
Person responsible:	Routley, Justin
Purpose and timelines:	Fees and a description of the course will be included on the option signup forms in June and reiterated in September if needed.
Revenue to collect:	fees charged to gr 7 and 8 parents
Items/Services to be purchased:	camera and video equipment, memory cards, field trips and USB
Surplus/Deficit Handling Plan:	surplus funds will carry over into next years school term if there is a surplus it will be passed on to the middle school for future programming
Project name:	Drama
Person responsible:	Struk-Ingoldsby, Cheryl, O'Connor, Sharra
Purpose and timelines:	on option sheet that is handed out to students Includes gr 5 -8 Year long project to put together a drama production
Revenue to collect:	\$30.00 per students if there is a surplus it will be passed on to the middle school for future programming
Items/Services to be purchased:	Funds are to cover the cost of the script, props and costumes
Surplus/Deficit Handling Plan:	To purchase materials for plays
Project name:	ECS Fees
Person responsible:	Forslund, Kathy, Croft, Erin
Purpose and timelines:	In the orientation newsletter and at the beginning of the year parents are made aware of the \$130.00 fee by letter which breaks down cost to individual trips which is enter on invoice to parents in powerschool
Revenue to collect:	Fees charged to parents 130.00
Items/Services to be purchased:	, field trips, busses, Halloween social, cooking supplies, mother's day tea, miscellaneous.
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will be used for an end of the year party for all of the kindergarten students. Parents will be informed of this intent in the newsletter sent at the beginning of the year.

Project name:	Edmonton Symphony
Person responsible:	Kimball-Blanchard, Nellie
Purpose and timelines:	Letters and emails to parents
Revenue to collect:	7.50 from parents
Items/Services to be purchased:	Busing and cost of performance
Surplus/Deficit Handling Plan:	There should be no excess or it carries forward to next year s performance
Project name:	Field Trips Gr 1
Person responsible:	Carole Johnston, Jenna Devries, Jan Tessier
Purpose and timelines:	Fees are required to pay for field trips and in school experiences that support grade one curricular objectives. As each activity approaches, a letter will be sent home to parents to inform them of activity cost
Revenue to collect:	parent payment
Items/Services to be purchased:	Fees will be charged to grade one parents. \$124 Prairie Gardens 11.66 Build a zoo \$13.66 Ocean Adventure \$12 Muttart \$11 Wilderness spring into nature \$9.65 Wilderness first families \$5.66 Yoga \$4.62 Salto \$18.97 Arbor Day \$no cost fort saskatchewan \$8.71 Museum \$5.85 Marble run \$12 Cultural a ctivites / crafts \$10
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will be used to supplement year end activity fees. If there is a surplus the funds will be moved to the Grade two classes.
Project name:	Field Trips Gr 2
Person responsible:	Graham-Greene, Gill, Stetsko, Jill, Binder, Stephen and Peterson Carrie
Purpose and timelines:	Fees will be charged to grade two parents. Letter is sent home to parents
Revenue to collect:	Fees will be charged to grade two parents.
Items/Services to be purchased:	Various field trips Olph tour \$3 In School workshop (small crawling and flying animals) \$8.00 In School workshop(Inuit presentation) \$9.00 In School Soap stone \$10.00 In School Workshop (acadia) \$14.00 Millenium Place \$7.00 In School Workshop (Boats and buoyancey)_ \$15.00 Strathcona County Museum \$8.00 Ukrainian Village \$15.00 Mother's & Father's Day project \$5.00 Total \$97.00
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will be used to supplement year end activity fees. If there is a notable surplus the funds will be moved to the grade three classes.
Project name:	Field Trips Gr 3
Person responsible:	Aloisio, Valerie
Purpose and timelines:	Grade 3 field trip schedule and cost 18+19 an outline of what is planned for the year has been created and sent to parents. It was noted that some additional costs may occurs. The total at this point is 90.00
Revenue to collect:	Parents will pay \$90.00 through student fees. Building bridges 12.00 drama 12.00 swimming 7.50 total of 3 trips gymnastics 24 ukrainain easter activities 3.00 Art Gallery 10.50
Items/Services to be purchased:	various field trips and crafts as communicate per letter cover cost of busing fieltrip and cultural activities
Surplus/Deficit	Some additional costs may occur and will be charged to parents if necessary

Handling Plan:	(increased costs of field trip). Should there be a surplus, it will be applied to a year end party or gift or transferred to grade 4 depending on amount.
Project name:	Field Trips gr 4
Person responsible:	Borowski
Purpose and timelines:	Fielddtrips to support Grade 4 curricular objectives Will be charging per trip not up front Bowling at Sherwood Park bowl (December and June) 25.00 waste mgmt (october) 10.50 Bennett Centre \$25.00 Bennett centre (stories) approx 22
Revenue to collect:	Parents to cover cost of fieldtrips will be charged as trips come up.
Items/Services to be purchased:	program activity and cost of bus transportation
Surplus/Deficit Handling Plan:	cost will be calculated to cover the project and transportation
Project name:	Field trips Gr 5
Person responsible:	Smith, Brandy, Johnson, Sarah, O'Connor, Shara
Purpose and timelines:	Letter will be sent home outlining all field trips Bennett Centre 21 Teachers pet dreamcatcher 13.00 soapstone carver 14 telus 25.00 year end movie and bussing 15.00 (extra cost for food) Play at St T \$7.00 Swimming 23.37
Revenue to collect:	100% student levey
Items/Services to be purchased:	student sessions presenters bussing and materials
Surplus/Deficit Handling Plan:	letter to parents.
Project name:	Field trips Gr 7
Person responsible:	Danzell, Michelle
Purpose and timelines:	Letters to parents as well as smore
Revenue to collect:	Fees charged to parent
Items/Services to be purchased:	Field trips ABJ Play \$10.00
Surplus/Deficit Handling Plan:	There should be no surplus
Project name:	Field Trips Gr 8
Person responsible:	Healey, Elaine
Purpose and timelines:	Fees are required to be charged to grade 8 students to cover transportation costs, costs for presentations/workshops and facilitators. A letter will be sent home prior to each trip to break down the costs for each activity
Revenue to collect:	Fees charged to parents
Items/Services to be purchased:	REynolds Museum 27 Riverwatch \$40 Year end field trip \$25.00 Social Presentations November and May \$20.00 ABJ Play 10.00
Surplus/Deficit Handling Plan:	remaining funds at end of year will be applied toward year end field trip (TBA) If money collected does not cover the estimated costs above, additional fees may need to be collected and parents will be notified by letter
Project name:	Field trips Gr. 6
Person responsible:	Knox, Kathy, Bishop, Jenna
Purpose and timelines:	fees required to be charged to gr 6 students to cover the cost of field trips . most field trips and activities have been included however some fees may change due to fee increases

Revenue to collect: fees to parents
 Items/Services to be purchased: Benette Centre 67.09 Telus - to be determined County 2.51 Legislative 4.9 Year end movie 19.59
 Surplus/Deficit Handling Plan: parents will be asked to cover deficits, surplus will be a credit applied to student accounts for next school year field trips.

Project name: Food Options
 Person responsible: Phelan, Kristie
 Purpose and timelines: A fee is collected from parents for their child to participate in the foods program within the CTF course the fee will be requested at the beginning of the year with school fees
 Revenue to collect: \$50.00 for grade 7, Food Ventures \$50.00, Gr 6 \$40.00, CTS Foods 7 & 8 gr 6 foods 40.00
 Items/Services to be purchased: Food supplies and practical components for the grade Foods programs
 Surplus/Deficit Handling Plan: Surplus - Remaining funds to be used to purchase groceries and or resources for program if there is a surplus it will be passed on to the middle school for future programming

Project name: General
 Person responsible: Kucy, Ed
 Purpose and timelines: Newsletter
 Revenue to collect: Money from bottle refunds, vending machines or donations, nova scotia couch raffle
 Items/Services to be purchased: Fund students in need, school events, support sports teams for uniforms
 Surplus/Deficit Handling Plan: Carry surplus forward. Will not use if zero balance

Project name: Gr 5 Crafts
 Person responsible: Phelan, Kristie
 Purpose and timelines: Option outline was given in previous for parents and students outlining the course A fee is collected from parents for their child to participate in craft 5 program within the CTF course. This fee will be requested at the beginning of the school year. as part of school fees
 Revenue to collect: \$40.00 per student
 Items/Services to be purchased: craft supplies as well as practical components for the grade 5 craft program
 Surplus/Deficit Handling Plan: if there is a surplus it will be passed on to the middle school for future programming surplus or deficit will go toward purchasing craft supplies and or resources for the program.

Project name: gr 5Snacks
 Person responsible: Phelan, Kristie
 Purpose and timelines: A fee is collected from parents for their child to participate in Snack program within the CTF course. This fee will be requested at the beginning of the school year as part of the school fees. Parents received outline with all option courses is in June
 Revenue to collect: 40.00 per student
 Items/Services to be purchased: Food as well as practical component of for the grade 5 foods program

be purchased:

Surplus/Deficit Handling Plan: Surplus to b/remaining funds go toward groceries and or resources for program. if there is a surplus it will be passed on to the middle school for future programming

Project name: Library

Person responsible: Scoggins

Purpose and timelines: notes to parent by library

Revenue to collect: 1 Scholastic book fair, money collected from books and stationary

Items/Services to be purchased: new books, supplies for library

Surplus/Deficit Handling Plan: Surplus for purchasing new books. Should not have deficit new books will be displayed.

Project name: Outdoor Education

Person responsible: Schultz, Wayne

Purpose and timelines: students will be introduced to various aspect of outdoor activities in order to gain an appreciation for things they may or may not have experienced before . archery, orienteering, ice fishing, hunting education, knot tying, braiding and other activities as time and weather permits communicate via option sheet.

Revenue to collect: 60.00 to gr 7 and 8

Items/Services to be purchased: various items for class ice fishing trip class material to cover cost of supplies and fiel trip

Surplus/Deficit Handling Plan: surplus not likely but could be carried to next or spent on extra activities send to middle school for future programming

Project name: Physical Pursuits 5/6

Person responsible: Vince, Mark

Purpose and timelines: Letters to parents and option description sheet Fees are required to be charged to students to cover the cost of clothing, bussing and facility rentals

Revenue to collect: Fees collected from students \$125

Items/Services to be purchased: To cover cost of field trips and busing t shirts, facility leader costs for activites

Surplus/Deficit Handling Plan: if there is a surplus it will be passed on to the middle school for future programming

Project name: Robotics Gr 7 & 8

Person responsible: Healey, Elaine

Purpose and timelines: This robotic option investigates some of the real world problems facing scientists and engineers today Students complete a series of robot building and programming challenges in order to complete missions that are based on the first lego leagues yearly theme. This year's challenge is Into Orbit.

Revenue to collect: Student fees. \$30.00

Items/Services to be purchased: Replacement parts for NXT kits and miscellaneous materials for projects. FLL Field kits and FLL registration. Replacement parts for NXT kits.

Surplus/Deficit Handling Plan: Any unused funds will be carried over to the following year for the purchase of worn out/broken parts. carried forward to support set up of pgroom at the new middle school

Project name: Spirit Pack

Person responsible: Kucy, Ed

Purpose and timelines:	To provide T-shirt (10),
Revenue to collect:	fee charged to parent purchase of shirt is optional through parent portal
Items/Services to be purchased:	tshirts
Surplus/Deficit Handling Plan:	Any extra will be put toward next years shirts towards supporting sother school activities
Project name:	Sports Performance 7 /8
Person responsible:	Kadey, Tiffany
Purpose and timelines:	Fees are required to be charged to students in order to cover the cost of clothing bussing and facility rental
Revenue to collect:	fees are charged to parent 105.00-shirt 20.00, busing 30.00 training 55.00
Items/Services to be purchased:	bussing to and from different facility locations, tshirt and facility /leader costs for activities
Surplus/Deficit Handling Plan:	all funds will be used up as the program wil not exist next year. if there is a surplus it will be passed on to the middle school for future programming
Project name:	Student Council
Person responsible:	O'connor, Sharra
Purpose and timelines:	Families are given the opportunity to add this 15.00 fee to their school fees online in PowerSchool. If they wish to opt out of paying the fee, they need to email our office staff to remove the fee from their school fees. Families have been notified about this through email through our what's heating up.
Revenue to collect:	\$15.00 per family
Items/Services to be purchased:	Pays for leadership activities and supports whole school initiatives throughout the year. School Dances, fundraiser , speakers , sports teams , support various field trips, speakers and events for different grade levels.
Surplus/Deficit Handling Plan:	IF there is a surplus the money will be rolled towards the next fundraising initiative (start up) fund for the following year. Deficit-do not intend to run into deficit
Project name:	Volleyball - Girls
Person responsible:	Lockhart, Jenna
Purpose and timelines:	Fees are required to be charged to members of the volleyball teams in order to cover the costs of referees, uniforms, equipment and tournament fees. At the beginning of the year, fees will be sent to the parents of teammates in a newsletter, indicating the breakdown of the fees charged.
Revenue to collect:	Fees charged to parents-\$150 Tournaments\$ 95.00 Clothing \$45.00
Items/Services to be purchased:	costs of referees, equipment and tournament fees
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will be used for an end of the year party for all of the volleyball teams. Parents will be informed of this intent in the newsletter sent at the beginning of the year.
Project name:	Volleyballs - Boys
Person responsible:	Kadey, Tiffany
Purpose and timelines:	Fees are required to be charged to members of the volleyball teams in order to cover the costs of referees, uniforms, equipment and tournament fees. At the beginning of the year, fees will be sent to the parents of teammates in a newsletter, indicating the breakdown of the fees charged.

Revenue to collect:	Fees charged to parents-\$150, League Cost 50.00, tournament 50.00, Practice shirt 50.00
Items/Services to be purchased:	costs of referees, uniforms, equipment and tournament fees
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will be used for an end of the year party for all of the volleyball teams . Parents will be informed of this intent in the newsletter sent at the beginning of the year.
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Project name:	Yearbook
Person responsible:	Aloisio, Valerie
Purpose and timelines:	Smores, Emails and notes in school and agendas School Year book to be delivered September or October 2019
Revenue to collect:	\$35.00 from parents. Optional to purchase
Items/Services to be purchased:	One school year book
Surplus/Deficit Handling Plan:	cost of extra year books needed for school and office and library
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Project name:	Young Author's
Person responsible:	Smith-Ferrante, Brandy
Purpose and timelines:	letter to parents
Revenue to collect:	50% student fee \$15.00 per student 50% school paid \$15.00 per student
Items/Services to be purchased:	12 Students will attend the 2019 YCA conference
Surplus/Deficit Handling Plan:	No surplus/Deficit only charge fees of conference any remaining funds would not be applicable as fees are paid prior to conference . No refunds
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Project name:	Young Scientist Conference
Person responsible:	Healey, Elaine
Purpose and timelines:	Purpose is to provide opportunity for students to explore science related careers and general science interests.
Revenue to collect:	Students have to pay a fee to participate, usually \$40. Traditionally students have paid half anf the school has paid the other half. Cost will be 20 to students and 20 covered by school Exact cost to be determined at time of registration
Items/Services to be purchased:	Nothing...participation in conference.
Surplus/Deficit Handling Plan:	Should not be a surplus.