Project Plan Summary

Holy Spirit Catholic School
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Principal: Mr. Ed Kucy

Project name:	Bottle Recycle-Special Ed Fund
Person responsible:	Kucy, Ed
Purpose and timelines:	Bottle recycling in school to be collected by Nicole Zen
Revenue to collect:	Bottles in hallway and classroom
Items/Services to be purchased:	Will purchase items for calming room, wellness room and special ed needs educational resources for our special needs students
Surplus/Deficit Handling Plan:	Carry forward to next year to purchase larger items if needed. no deficit as no items will be bought unless we have enough funds collected.

Project name:	Cross Country Track
Person responsible:	Brandy Smith, Paula Stecyk
Purpose and timelines:	Cross Country will run for the months of September and October of this school year
Revenue to collect:	100 % student levy 21.00 fee ($7.00 per race) $5.00 for shirt if needed
Items/Services to be purchased:	$21.00 fee covers three cross country events ($7.00 per race) entry fee for the MAC Track Cross Country Series. Race dates are on Sept. 19, 26 and Oct. 3.2019
Surplus/Deficit Handling Plan:	Parents have option to purchase school team shirt for $5.00 if they do not already have one. No surplus or deficit will as we already know the entry fee from MAC Track

Project name:	ECS Fees
Person responsible:	Erin Croft, Carole Johnston
Purpose and timelines:	Fees are required to be charged to students in order to cover cost of field trips and special activities
Revenue to collect:	Fees charged to parents Total $139.47 Wilderness $6.74 Safety City $11.73 Yoga $10.71 Greenland $11.23 Sherwood Park Museum $ 7.48 Penguin visit $4.98 Grey Nuns $6.41 Bread Lady $11.90 Firehall $3.00 John Janzen $11.19 Zoo $14.45 Telus world of science $21.65 Mother's day Fathers day optional $5.00 Food cost $7.00 Craft fee optional $6.00
Items/Services to be purchased:	Bussing, field trip program cost, craft materials
Surplus/Deficit Handling Plan:	Remaining funds will be given back to parents at the end of the year via a credit to the powerschool account.

Project name:	Edmonton Symphony
Person responsible:	Kimball-Blanchard, Nellie
Purpose and	Letters and emails to parents

timelines:	
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:	Jenna Devries, Jan Tessier, Sheri Matheson
Purpose and timelines:	The field trips cover all ten months of the 2019-2020 school year. They are curricular based and involve opportunities both within the school building and out in the larger community. Letters are sent home by teacher to inform parents of the field trip
Revenue to collect:	The source of revenue will be parents paying through powerschool accounts. the parents are aware that there may need to be changed made depending on unforeseen circumstances.
Items/Services to be purchased:	Fall into Nature $14.55 Lets build a zoo $12.00 Yoga sessions $5.35 Design & Building a marble run $12.00 Salto Gymnastics $23.45 Senses with Charoltte $12.00 Chick hatching and farm visit $15.00 Cultural activities and crafts $12.00 Total cost 106.35
Surplus/Deficit Handling Plan:	If there is a small surplus the funds with parents' permission will be used to provide for a small class end of the school year party. If the surplus is substantial there will be a credit applied to parents PowerSchool account to carry forward to next school year.

Project name:	Field Trips Gr 2
Person responsible:	Jill Stetsko, Stephen Binder, Carrie Peterson
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 Church Tour $3.00 IN School workshop - small crawling animals $5.00 In School Workshop - acadia $14.00 In School workshop - Inuit Presentation $10.00 Millenium Place $7.00 Strathcona County Museum $9.00 Ukrainian Village $18.00 Mother & Father's day Project (optional) $5.00 Total cost $96.25
Surplus/Deficit Handling Plan:	If there is a a deficit parents will be notified that additional funds are needed. If there is a surplus it will be used for classroom resources or year end activities.

Project name:	Field Trips Gr 3
Person responsible:	Aloisio, Valerie, Gail Green, Kathy Yacyshyn, Vanessa Petersen
Purpose and timelines:	Grade 3 field trip schedule and cost 2019-2020 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 $87.50 Sept 2019-June 2020 . Letters sent home to parents in September outlining all the activities and field trips and breakout of all the costs
Revenue to collect:	Parents will pay total of $87.50 Aweseome bridges $13.00 Milenium Dec, March and june Swimming $7.50 Skating $4.50 Ukrainian Easter Activity $4.00 Rocks and Minerals $14.50 Art Gallerey $10.00 Craft supplies (optional) $10.00
Items/Services to be purchased:	Money will pay for entrance fees for field trips, bussing costs, in class presentation and projects

Surplus/Deficit Handling Plan:	Any Surplus will be used for year end activities and if a deficit we will inform the parents in a letter and ask for more money.

Project name:	Field Trips gr 4
Person responsible:	Andrea Haston, Michele Yuzdepski, Lisa Hall, Paula Stecyk
Purpose and timelines:	Note to parents by teacher
Revenue to collect:	100% parent charge for bussing, presenters, session $123.00 total Waste Management $10.50 First Nations $14.50 Year ENd Movie $14.00 Retreat at camp van es $6.00 SHerwood Park Bowl $13.00 Telus world $23.00 Royal Alberta Museum $10.00 Harbour Pool $18.00 Lights & Shaddows $14.00
Items/Services to be purchased:	program activity and cost of bus transportation
Surplus/Deficit Handling Plan:	a letter will be sent home to inform parents of any deficit or surplus. Surplus will be used if applicable for year end fun activities at the school if significant we will apply a credit to the powerschool account. If there is a deficit we will request more funds or remove a field trip

Project name:	General
Person responsible:	Kucy, Ed
Purpose and timelines:	Newsletter
Revenue to collect:	Money from vending machines or donations, and shirts sold for $5.00
Items/Services to be purchased:	Fund students in need, school events, support sports days
Surplus/Deficit Handling Plan:	Carry surplus forward. Will not use if zero balance

Project name:	Kindergarten yearbook
Person responsible:	Johnston, Carole
Purpose and timelines:	Via letters and smore
Revenue to collect:	25.00 from parents who wish to order a kindergarten only yearbook
Items/Services to be purchased:	yearbooks for kindergarten
Surplus/Deficit Handling Plan:	via email and letters but should be no surplus or deficit. If yearbooks cost more we will communicate with parents that there has been an increase.

Project name:	Library
Person responsible:	Scoggins
Purpose and timelines:	Scholastic Book fairs November 2019-/March 2020 to give opportunity to parents and students to purchase books charges and fines for lost or damaged books
Revenue to collect:	Scholastic book fair a percentage of sales will be given back as a credit to our scholastic account -students are to to pay full amount for the book that was lost/damaged
Items/Services to be purchased:	scholastic book fair - new books (titles from the book fair) and to be put toward the scholastic book warehouse sales (Dec/May) Money from lost/damaged books will be used to replace those books
Surplus/Deficit Handling Plan:	funds not used by scholastic or replacement money will be carried forward to the next school year for purchase of new library books/materials If a book gets

	returned after the student paid for the fine a refund will be given to the student parent account in Powerschool
Project name:	Message Pouches
Person responsible:	Posavec, Brigitte
Purpose and timelines:	School fees in parent portal
Revenue to collect:	$10.00 fee from parents in ecs and any students in higher grades who may have lost theirs or it got damaged
Items/Services to be purchased:	Message pouches
Surplus/Deficit Handling Plan:	Surplus used to purchase extras and cover cost of shipping. In case of deficit if pouches are more expense cost would increase. We are only charging to cover cost of item plus shipping.
Project name:	Pre Kindergarten Field Trips
Person responsible:	Maclean, Caitlin
Purpose and timelines:	A letter is sent home to parents outlining the projects and field trips
Revenue to collect:	fees charged to parents
Items/Services to be purchased:	Money will cover cost of projects and field trips Sportball $9.00 Yoga $4.00 Teddy bear workshop $11.00 John Janzen Center $14.00 Oasis fish and reptile $9.00 All occassion designs cupcakes - $6.00 Mothers and Father's day project $5.00 (optional) Total $53.00
Surplus/Deficit Handling Plan:	If there are any surplus, they will be put towards an end of the year gift to students. If there is a deficit a letter to parents will be sent home requesting more funds.
Project name:	Recorders
Person responsible:	Kimball-Blanchard, Nellie
Purpose and timelines:	Note to parent
Revenue to collect:	$10.00 per grade 4 student in music class
Items/Services to be purchased:	recorders-practical component in grade 4 music program
Surplus/Deficit Handling Plan:	Surplus+remaining funds to go towards purchase of new recorders and or resources for the program
Project name:	Shell Grant
Person responsible:	Matheson, Sherry
Purpose and timelines:	Smore
Revenue to collect:	Shell Grant for lettering in school
Items/Services to be purchased:	lettering for school games on floors
Surplus/Deficit Handling Plan:	No surplus or deficit expected
Project name:	Student Council
Person responsible:	Carrie Peterson,
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:	10.00 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:	T Shirts
Person responsible:	Kucy, Ed
Purpose and timelines:	To provide T-shirt
Revenue to collect:	fee charged to parent $5.00 if wanting an shirt
Items/Services to be purchased:	tshirts
Surplus/Deficit Handling Plan:	Any extra will be put toward school activities. Trying to sell of rest of inventory. No deficit as we will not order more shirt.

Project name:	Workbooks
Person responsible:	Posavec, Brigitte
Purpose and timelines:	Classroom letters, fee statements
Revenue to collect:	Fees from parents $14.00
Items/Services to be purchased:	To cover hand writing without tears work books for ECS, Grade 1 and 3
Surplus/Deficit Handling Plan:	any surplus goes to purchase of more workbooks and cover the cost of shipping

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 2020
Revenue to collect:	25.00 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

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:	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

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.