

# Project Plan Summary



## Holy Spirit Catholic School

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**Principal:** Aoife Cahill

Project name:	Bottle Recycle-Special Ed Fund
Person responsible:	Cahill, Aoife
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:	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:	Field trip fees will be charged per field trip at the time of the event Mother's day \$5.00 Father's Day \$3.00 Picture Development \$2.00
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 or if small amount is left over it will be used to have a year end event
Project name:	Field Trips Gr 1
Person responsible:	Jenna Devries, Jan Tessier, Sheri Matheson
Purpose and timelines:	The field trips for 2020 - 2021 will be booked when they are in compliance with the directions of the Health and Safety standards of our School District and AHS during the COVID-19 pandemic.
Revenue to collect:	The source of revenue will be parents paying through their Power school accounts. The parents are aware that there may need to be changes made depending on unforeseen circumstances. The parents' PowerSchool accounts will not be charged until a field trip is offered.
Items/Services to be purchased:	The field trips may be virtual so there is one relating to a building unit in science and a variety of special cultural crafts and activities to date. If other opportunities arise then the parents will be notified.
Surplus/Deficit Handling Plan:	As each field trip will be billed at the time it is booked, it is unlikely there will be any surplus funds. If there is a surplus, parents will be notified and if it is a very small amount it will be used to benefit the student within the school. Amounts in excess of 5.00 will be credit to the parent PowerSchool account and forwarded to the 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 fees will be charged if and when field trips happen depending on covid protocols OLPH Church Tour In School workshop - small crawling animals In School workshop - Inuit Presentation - tbd In School workshop - soap stone carving Mother & Father's day Project (optional) \$10.00 Total cost TBD

Surplus/Deficit Handling Plan: If there is 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 if surplus is greater than 5.00 it will be a credit to PowerSchool account and carried forward to next school year.

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Project name: Field Trips Gr 3

Person responsible: Gail Green, Kathy Yacyshyn, Vanessa Petersen

Purpose and timelines: Sept.2020- June 2021. Letter will be sent to parents in September outlining all the activities, projects, and fieldtrips and the breakdown of all the costs. Fees will be charged to parent power school account as it occurs due to covid

Revenue to collect: Fees charged to parents

Items/Services to be purchased: Money will pay for entrance fee for field trips, in-class presentations, and projects.

Surplus/Deficit Handling Plan: Any surplus will be used for year end activity and if a deficit we will inform parents in a letter and ask for more money. Amounts in excess of 5.00 will be credit to the parent PowerSchool account and forwarded to the next school year.

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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 1881 House F.T.-\$12.00 Teachers Pet Science activity \$15.00 Other Field trip fees will be charged per field trip at the time of the event

Items/Services to be purchased: program activity and cost of bus transportation Cost of visit for 1881 House and Bus. Cost of presenter and materials for Teacher Pet. 1881 Heritage House. Teaches students what it was like to go to school in AB in the past and what it was like to live off the land. February 28-29. Science Building Activity Teacher's Pet. End of May.

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 parents notified through class dojo and school email Amounts in excess of 5.00 will be credit to the parent powerschool account and forwarded to the next school year.

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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 expensive cost would increase. We are only charging to cover cost of item plus shipping.

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Project name:	Yearbook
Person responsible:	Jill Stetsko
Purpose and timelines:	Smores, Emails and notes in school and agendas School Year book to be delivered September or October 2021
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

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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:	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