

Project Plan Summary



Holy Spirit Catholic School

151 Crimson Drive
Sherwood Park, AB
T8H 2R2

Phone: 780-416-9526

Fax:

Principal: Mrs. Aoife Cahill

Project name:	Agenda
Person responsible:	Cahill, Aoife
Revenue Model:	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a \$7 fee collected for this project.
Purpose:	<i>Student Fee</i> The purpose of this project is to collect fees from students in grade 1 - 3 that received agendas. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none">• Non-curricular goods
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent fees collected from students:</i> After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

Project name:	APPLE Schools
Person responsible:	Cahill, Aoife
Revenue Model:	Funds collected in this project are generated from donation, fundraising or other revenue sources.
Purpose:	
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none">• The funding provided will be used in accordance to our APPLE Schools agreement towards healthy food, equipment, resources and supplies.
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent donations, fundraising, or other revenue received:</i> At the end of the year, any unspent funds will remain in the project and be carried forward for future use.

Project name:	Computer Mouse
----------------------	-----------------------

Person responsible:	Cahill, Aoife
Revenue Model:	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a \$15.25 fee collected for this project.
Purpose:	<i>Student Fee</i> The purpose of this project is to collect fees from students to cover the cost of the computer mouse. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> • Enhanced supplies
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent fees collected from students:</i> When all the computer mice are sold any unplanned surplus will be transferred to the school's general account to be spent on other student-related items. Unplanned deficits will be covered by funds from the school's general account.

Project name:	Donations for Students in Need and School items
Person responsible:	Cahill, Aoife
Revenue Model:	Funds collected in this project are generated from donation, fundraising or other revenue sources.
Purpose:	
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> • Admission Fees • Educational presentations • Non-curricular goods • Transportation costs
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent donations, fundraising, or other revenue received:</i> At the end of the year, any unspent funds will remain in the project and be carried forward for future use.

Project name:	Field Trip Fee Pre-K/Kindergarten
Person responsible:	Greschner, Megan
Revenue Model:	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a \$80 fee collected for this project.
Purpose:	<i>Student Fee</i> The purpose of this project is to collect fees for students to participate in Kinder cooking, Dino Senses, Seasonal Craft/Art & events and farewell. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>

Items/Services to be purchased: *Fees for this project may be used towards the following:*

- Educational presentations
- Enhanced supplies

Surplus/Deficit Handling Plan: *Plan for handling unspent fees collected from students:*
After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

Project name: **Field Trip Fees Kindergarten**

Person responsible: Alyssa Stankey

Revenue Model: Funds collected in this project are generated from student fees, as described below:
The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a \$135 fee collected for this project.

Purpose: *Student Fee*
The purpose of this project is to collect fees for students to participate in Safety City, Treehouse Puppets, Dino Senses, Creative Adventures Caravan, Alien In line, seasonal art/craft activities, year end celebration. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.
Donation/Fundraising/Other

Items/Services to be purchased: *Fees for this project may be used towards the following:*

- Admission Fees
- Educational presentations
- Enhanced supplies
- Transportation costs

Surplus/Deficit Handling Plan: *Plan for handling unspent fees collected from students:*
After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

Project name: **Field Trips Gr 1**

Person responsible: Tessier, Jan

Revenue Model: Funds collected in this project are generated from student fees, as described below:
The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a \$140 fee collected for this project.

Purpose: *Student Fee*
The purpose of this project is to collect fees for students to participate in Monkey Business, Muttart, Alien Ion Line, Chick Hatching, Bee Houses, Fort Saskatchewan Museum, art and craft activities. A detailed breakdown of the

project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.

Donation/Fundraising/Other

Items/Services to be purchased:

Fees for this project may be used towards the following:

- Admission Fees
- Educational presentations
- Enhanced supplies
- Transportation costs

Surplus/Deficit Handling Plan:

Plan for handling unspent fees collected from students:

After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

Project name:

Field Trips Gr 2

Person responsible:

Binder, Stephen

Revenue Model:

Funds collected in this project are generated from student fees, as described below:

The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a \$140 fee collected for this project.

Purpose:

Student Fee

The purpose of this project is to collect fees for students to participate in Dreamcatchers, Church Tour, Clay4Kids, Acadia, Cubelet's Animal Adventure, Strathcona County Museum, Alien In Line, Bowling, art supplies and craft activities. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.

Donation/Fundraising/Other

Items/Services to be purchased:

Fees for this project may be used towards the following:

- Admission Fees
- Educational presentations
- Enhanced supplies
- Transportation costs

Surplus/Deficit Handling Plan:

Plan for handling unspent fees collected from students:

After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

Project name:

Field Trips Gr 3

Person responsible:

Yacyshyn, Kathy

Revenue Model: Funds collected in this project are generated from student fees, as described below:
The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a \$140 fee collected for this project.

Purpose: *Student Fee*
The purpose of this project is to collect fees for students to participate in Alien In Line, Dreamcatchers, Clay Project, Salto Gymnastics, Swimming, Skating, Ukrainian Easter Activities, Earth's Hidden Secrets, Ukrainian Village, Coding, science experiments, art and craft supplies. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.
Donation/Fundraising/Other

Items/Services to be purchased: *Fees for this project may be used towards the following:*

- Admission Fees
- Educational presentations
- Enhanced supplies
- Teacher replacement time
- Transportation costs

Surplus/Deficit Handling Plan: *Plan for handling unspent fees collected from students:*
After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

Project name: **Field Trips gr 4**

Person responsible: Smith-Ferrante, Brandy

Revenue Model: Funds collected in this project are generated from student fees, as described below:
The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a \$115 fee collected for this project.

Purpose: *Student Fee*
The purpose of this project is to collect fees for students to participate in Leadership Retreat, Glass Fusion Crosses, Leadership Fee, Alien In Line, Grade 4 Farewell, St. Theresa's show, Strathcona Wilderness Centre, Clay4Kids, Telus World of Science, Broadview Enviroservice Station, transportation to Millenium and St. Theresa's. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.
Donation/Fundraising/Other

Items/Services to be purchased: *Fees for this project may be used towards the following:*

- Admission Fees
- Educational presentations
- Enhanced supplies
- Transportation costs

Surplus/Deficit Handling Plan: *Plan for handling unspent fees collected from students:*
After the project is completed, any unplanned surplus over \$10.00/student will

be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

Project name:	Kanga Pouches
Person responsible:	Desaulniers, Susan
Revenue Model:	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a \$12 fee collected for this project.
Purpose:	<i>Student Fee</i> The purpose of this project is to collect fees from students that receive a Kanga Pouch. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none">• Non-curricular goods
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent fees collected from students:</i> After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

Project name:	Library (Lost/Damaged)
Person responsible:	Hill, Debbie
Revenue Model:	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a fee collected for this project based on the cost of the lost/damaged book.
Purpose:	<i>Student Fee</i> The purpose of this project is to collect fees from students that have lost or damaged a school book. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none">• Library books
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent fees collected from students:</i> All monies collected will be used to replace the damaged/lost books. Funds will be carried forward to the next school year.

Project name:	Musical Theatre Junior
----------------------	-------------------------------

Person responsible:	Blanchard, Nellie
Revenue Model:	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a \$200 fee collected for this project.
Purpose:	<i>Student Fee</i> The purpose of this project is to collect fees for students to participate in Musical Theatre Jr. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> • Admission Fees • Educational presentations • Enhanced supplies • Teacher replacement time • Supplies and materials for the school play, cover fees from Crescendo Music Studios
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent fees collected from students:</i> After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

Project name:	Noon Hour Supervisor
Person responsible:	Cahill, Aoife
Revenue Model:	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a \$45 fee collected for this project for all full time students.
Purpose:	<i>Student Fee</i> The purpose of this project is to collect fees to cover the cost of noon hour supervisors. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> • Noon Hour Supervision
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent fees collected from students:</i> After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

Project name:	PC Nutrition Grant
Person responsible:	Cahill, Aoife
Revenue Model:	Funds collected in this project are generated from donation, fundraising or other revenue sources.
Purpose:	
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> • Healthy snacks and supplies for the snacks
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent donations, fundraising, or other revenue received:</i> At the end of the year, any unspent funds will remain in the project and be carried forward for future use.

Project name:	Recorders
Person responsible:	Kimball-Blanchard, Nellie
Revenue Model:	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a \$10 fee collected for this project.
Purpose:	<i>Student Fee</i> The purpose of this project is to collect fees for students to cover the cost of their recorder. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> • Enhanced supplies
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent fees collected from students:</i> After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

Project name:	School Council
Person responsible:	Aoife Cahill, Susan Desaulniers
Revenue Model:	Funds collected in this project are generated from donation, fundraising or other revenue sources.
Purpose:	
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> • Admission Fees • Educational presentations • Enhanced supplies • Non-curricular goods • Transportation costs

Surplus/Deficit Handling Plan: *Plan for handling unspent donations, fundraising, or other revenue received:*
At the end of the year all funds will be spent. In the event of any unspent funds will remain in the project and be carried forward for future use.

Project name: **Social Justice**

Person responsible: Cahill, Aoife

Revenue Model: Funds collected in this project are generated from donation, fundraising or other revenue sources.

Purpose:

Items/Services to be purchased: *Fees for this project may be used towards the following:*

- Funds will be donated to the projects/charities as outlined in school newsletters.

Surplus/Deficit Handling Plan: *Plan for handling unspent donations, fundraising, or other revenue received:*
At the end of the year, any unspent funds will remain in the project and be carried forward for future use.

Project name: **Swimming Lessons**

Person responsible: Zabolotniuk, Barb

Revenue Model: Funds collected in this project are generated from student fees, as described below:
The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a \$60 fee collected for this project.

Purpose: *Student Fee*
The purpose of this project is to collect fees for students to participate in swimming lessons and transportation. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.
Donation/Fundraising/Other

Items/Services to be purchased: *Fees for this project may be used towards the following:*

- Admission Fees
- Transportation costs

Surplus/Deficit Handling Plan: *Plan for handling unspent fees collected from students:*
After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

Project name: **Yearbook**

Person responsible: Cahill, Aoife

Revenue Model: Funds collected in this project are generated from student fees, as described below:
The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be up to \$30 fee collected for this project, based on cost recovery.

Purpose: *Student Fee*
The purpose of this project is to collect fees for students to purchase a school yearbook. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.
Donation/Fundraising/Other

Items/Services to be purchased: *Fees for this project may be used towards the following:*
• Non-curricular goods

Surplus/Deficit Handling Plan: *Plan for handling unspent fees collected from students:*
After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

Project name: **Young Author's Conference**

Person responsible: Smith, Brandy

Revenue Model: Funds collected in this project are generated from student fees, as described below:
The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a \$15 fee collected for this project.

Purpose: *Student Fee*
The purpose of this project is to collect fees for students to participate in the Young Author's Conference. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.
Donation/Fundraising/Other

Items/Services to be purchased: *Fees for this project may be used towards the following:*
• Admission Fees

Surplus/Deficit Handling Plan: *Plan for handling unspent fees collected from students:*
After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.