

# Project Plan Summary



**St. Luke Catholic School**  
22139 South Cooking Lake Road  
Sherwood Park, AB  
T8E 1G9

**Phone:** 780-922-5920

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**Principal:** Cathy Hinger

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Project name:	APPLE Schools
Person responsible:	Andrea Kroeker
Purpose and timelines:	The purpose of this project is to utilize the funds provided by APPLE Schools for the development of healthy school communities.
Revenue to collect:	An annual donation of \$600.00 from The APPLE Schools Foundation is made to our participating school locations based on previously submitted action plans.
Items/Services to be purchased:	The funding provided will be used in accordance to our APPLE Schools agreement towards healthy food, equipment, resources and supplies.
Surplus/Deficit Handling Plan:	All funds will be spent in the school year provided and reported back to APPLE schools on the annual Financial report. Unspent funds will be deducted from next year's funding or returned back to The APPLE Schools Foundation.

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Project name:	Athletics Teams Sustainability Fund
Person responsible:	Guerin, Tess
Purpose and timelines:	Fees collected in the various optional/extracurricular athletic team programs will have a set amount built in to cover the sustainability of the Schools Athletics Programming.
Revenue to collect:	Collected through Rycor and parent portal pay, Amounts will be transferred over at the end of each sports season each year from their respective SGF Accounts. The amounts collected will vary by each sport team as it is outlined in the fee breakdown sent to parents during the team try-out process.
Items/Services to be purchased:	This fund will be utilized to fund the sustainability of the sports programming at the school level. Ie: New balls, nets, equipment as required as well as a uniform replacement program.
Surplus/Deficit Handling Plan:	This account is expected to surplus and roll over year over year in order to accumulate funds required over time to make larger purchases as necessary.

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Project name:	Athletics Teams Sustainability Fund
Person responsible:	Guerin, Tess
Purpose and timelines:	Fees collected in the various optional/extracurricular athletic team programs will have a set amount built in to cover the sustainability of the Schools Athletics Programming.
Revenue to collect:	Collected through Rycor and parent portal pay, Amounts will be transferred over at the end of each sports season each year from their respective SGF Accounts. The amounts collected will vary by each sport team as it is outlined in the fee breakdown sent to parents during the team try-out process.
Items/Services to be purchased:	This fund will be utilized to fund the sustainability of the sports programming at the school level. Ie: New balls, nets, equipment as required as well as a uniform replacement program.

Surplus/Deficit Handling Plan:	This account is expected to surplus and roll over year over year in order to accumulate funds required over time to make larger purchases as necessary.
Project name:	Badminton
Person responsible:	Hinger, Cathy
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in Badminton. A letter will be sent home with a detailed breakdown of activities and their associated costs.
Revenue to collect:	The fee collected for Badminton is \$20.00 for each player.
Items/Services to be purchased:	The fees collected will cover the cost of Badminton Tournaments. Transportation costs are not included as students are driven to the games by parents.
Surplus/Deficit Handling Plan:	The money collected is for a cost recovery basis. If there are surplus funds remaining at the end of the school year, \$5.00 or less per student, will be reallocated at the discretion of the Principal and may cover costs such as the replacement of equipment or the purchase of new equipment.
Project name:	Basketball
Person responsible:	Gregg, Sean
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in Basketball. A letter will be sent home with a detailed breakdown of activities and their associated costs.
Revenue to collect:	The fee collected for Basketball is \$150.00 for each player.
Items/Services to be purchased:	The fees collected will cover the cost of basketball T-shirts and Basketball Tournaments. Transportation costs are not included as students are driven to the games by parents.
Surplus/Deficit Handling Plan:	The money collected is for a cost recovery basis. If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, will be reallocated at the discretion of the Principal and may cover costs such as the replacement of equipment or the purchase of new equipment.
Project name:	CTF Grade 7/8 Food Studies
Person responsible:	Gregg, Sean
Purpose and timelines:	Fees are required to cover the cost of food and food supplies for the students in Food Studies.
Revenue to collect:	Students are charged \$40.00 which includes the cost of food and food supplies for the course.
Items/Services to be purchased:	Food and the purchase of food supplies/equipment.
Surplus/Deficit Handling Plan:	If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, will be reallocated at the discretion of the Principal and may cover costs such as the replacement of equipment or the purchase of new equipment.
Project name:	Cultural Fee
Person responsible:	Hinger, Cathy
Purpose and timelines:	Fees are required to cover the cost of cultural projects in the school.
Revenue to collect:	Students are charged \$20.00 which includes the cost of cultural activities throughout the year.
Items/Services to be purchased:	The fees collected will cover the cost of bringing in outside presentation/ workshops into the school.

Surplus/Deficit Handling Plan: The money collected is for a cost recovery basis. If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, it will be reallocated at the discretion of the Principal. Any surplus funds in the amount of more than \$10.00 per student will be reimbursed to the student by way of a credit to their fees account in PowerSchool. If fees collected are not sufficient to cover the activity costs, additional fees may be added to student accounts to cover the project's deficit.

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Project name: Donations for Students in Need  
 Person responsible: Hinger, Cathy  
 Purpose and timelines: This project plan provides families who are in need with financial support.  
 Revenue to collect: Families are asked to donate a nominal fee to help families in financial need.  
 Items/Services to be purchased: The funds will be used to pay for student field trips, classroom field trips, and enhanced option fees for students in need.  
 Surplus/Deficit Handling Plan: In the event of a surplus the funds will be rolled over to support future families in need.

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Project name: ECS Field Trips  
 Person responsible: Jean-Burns, Monique  
 Purpose and timelines: This project will cover all "in school" and "off Campus" field trips taken during the school year. Parents will be informed via letter for each trip.  
 Revenue to collect: The cost is \$150.00 will be charged for each Kindergarten student. Field trips are on a cost-recovery basis only. Parents/Guardians will only be assessed fees to cover costs associated directly with the field trip etc. transportation costs, admission, materials, etc  
 Items/Services to be purchased: Funding is used for; Field trips; both 'in school' and 'off campus' Field Trips and their associated entrance fees, transportation for field trips, and special projects (Family Day event etc.)  
 Surplus/Deficit Handling Plan: The money collected is for a cost recovery basis. If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, it will be reallocated at the discretion of the Principal. Any surplus funds in the amount of more than \$10.00 per student will be reimbursed to the student by way of a credit to their fees account in PowerSchool. If fees collected are not sufficient to cover the activity costs, additional fees may be added to student accounts to cover the project's deficit.

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Project name: Flex Options  
 Person responsible: Hinger, Cathy  
 Purpose and timelines: The purpose of the project is to collect fees for grade 1 - 4 students to participate in a variety of activities. The activities included in their fee could include: foods, gardening, crafting, experiments, technology, and other materials associated with these sessions.  
 Revenue to collect: Students are charged a \$20 fee to cover the cost of the flex option program.  
 Items/Services to be purchased: Fees for this project could be used to pay for facilitator instruction costs, educational presentations and the purchase of supplies/equipment.  
 Surplus/Deficit Handling Plan: The money collected is for a cost recovery basis. If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, it will be reallocated at the discretion of the Principal. Any surplus funds in the amount of more than \$10.00 per student will be reimbursed to the student by way of a credit to their fees account in PowerSchool. If fees collected are not sufficient to

cover the activity costs, additional fees may be added to student accounts to cover the project's deficit.

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Project name:	Grade 1 Field Trips
Person responsible:	Boehm, Samatha
Purpose and timelines:	The project will cover all "In school" and "Off Campus" field trips undertaken during the school year. Parents will be informed via letter for each field trip. Activities may include Fort Edmonton, Edmonton Valley Zoo, and Teacher's Pet
Revenue to collect:	Students are charged \$150.000 which includes the cost of field trips, bussing and admission fees for the year. Swimming Lesson Fees are not included in this fee.
Items/Services to be purchased:	Fees for this project could be used to pay for admission to facilities, transportation, facilitator instruction costs, educational presentations and the purchase of supplies/equipment.
Surplus/Deficit Handling Plan:	If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, it will be reallocated at the discretion of the Principal. Any surplus funds in the amount of more than \$10.00 per student will be reimbursed to the student by way of a credit to their fees account in PowerSchool. If fees collected are not sufficient to cover the activity costs, additional fees may be added to student accounts to cover the project's deficit.

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Project name:	Grade 2/3 Field Trips
Person responsible:	Workun, Katerina
Purpose and timelines:	The project will cover all "In school" and "Off Campus" field trips undertaken during the school year. Parents will be informed via letter for each field trip. Activities may include Fort Edmonton, Edmonton Valley Zoo, and Teacher's Pet
Revenue to collect:	Students are charged \$150.000 which includes the cost of field trips, bussing and admission fees for the year. Swimming Lesson Fees are not included in this fee.
Items/Services to be purchased:	Fees for this project could be used to pay for admission to facilities, transportation, facilitator instruction costs, educational presentations and the purchase of supplies/equipment.
Surplus/Deficit Handling Plan:	If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, it will be reallocated at the discretion of the Principal. Any surplus funds in the amount of more than \$10.00 per student will be reimbursed to the student by way of a credit to their fees account in PowerSchool. If fees collected are not sufficient to cover the activity costs, additional fees may be added to student accounts to cover the project's deficit.

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Project name:	Grade 3/4 Field Trips
Person responsible:	Andrea Kroeker
Purpose and timelines:	This project will cover all "In school" and "Off Campus" field trips undertaken during the school year. Parents will be informed via letter for each field trip. Activities may include Fort Edmonton, Edmonton Valley Zoo, and Teacher's Pet.
Revenue to collect:	Students are charged \$150.00 which includes the cost of field trips, bussing and admission fees for the year. Swimming Lesson Fees are not included in this fee.
Items/Services to be purchased:	Fees for this project could be used to pay for admission to facilities, transportation, facilitator instruction costs, educational presentations and the purchase of supplies/equipment.
Surplus/Deficit Handling Plan:	If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, it will be reallocated at the discretion of the Principal. Any surplus

funds in the amount of more than \$10.00 per student will be reimbursed to the student by way of a credit to their fees account in PowerSchool. If fees collected are not sufficient to cover the activity costs, additional fees may be added to student accounts to cover the project's deficit.

Project name:	Grade 4 Drumheller Overnight
Person responsible:	Kroeker, Andrea
Purpose and timelines:	Stakeholders will be given a breakdown of the cost in advance and communicated by letter and email. This trip is applicable to 4 students
Revenue to collect:	Some fundraising funds or donations may be used to reduce the cost and the remainder will be paid by parent/guardian. This will be a separate fee on it's own GL and not be reflected by regular school activity fees as this is an OPTIONAL activity.
Items/Services to be purchased:	This fee covers the cost of admission to the Royal Tyrell Museum, transportation, meals, and activities over 2 days. - This will be an overnight trip, students will sleep at the museum. Cost also needs to include hotel accomodation and meals for the bus driver in addition to regular transportation fees.
Surplus/Deficit Handling Plan:	The money collected is on a cost-recovery basis. If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, will be reallocated at the discretion of the Principal. As this is a cost recovery fee, should there run a defecit in this project, parents will be charged an additional amount to make up the defecit.
Project name:	Grade 5 Field Trips
Person responsible:	Hayden, Donna
Purpose and timelines:	This project will cover all "In School" and "Off Campus" field trips undertaken during the school year. Parents will be informed via letter for each field trip.
Revenue to collect:	Students are charged \$150.000 which includes the cost of field trips, bussing and admission fees for the year. Swimming Lesson Fees are not included in this fee.
Items/Services to be purchased:	Fees for this project could be used to pay for admission to facilities, transportation, facilitator instruction costs, educational presentations and the purchase of supplies/equipment.
Surplus/Deficit Handling Plan:	If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, it will be reallocated at the discretion of the Principal. Any surplus funds in the amount of more than \$10.00 per student will be reimbursed to the student by way of a credit to their fees account in PowerSchool. If fees collected are not sufficient to cover the activity costs, additional fees may be added to student accounts to cover the project's deficit.
Project name:	Grade 5/6 Art
Person responsible:	Hayden, Donna
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in the CTF Art course. A letter will be sent home to with a description of the projects.
Revenue to collect:	Students are charged a \$30 fee to cover the cost of the Art course.
Items/Services to be purchased:	The fees collected will cover the cost for supplies such as clay, canvases, paint, watercolor paper.
Surplus/Deficit Handling Plan:	The money collected is for a cost recovery basis. If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, will be reallocated at the discretion of the Principal and may cover costs such as the replacement of materials.

Project name: Grade 5/6 Drumheller Overnight

Person responsible: Hayden, Donna

Purpose and timelines: Stakeholders will be given a breakdown of the cost in advance and communicated by letter and email. This trip is applicable to 5 and 6 students

Revenue to collect: Some fundraising funds or donations may be used to reduce the cost and the remainder will be paid by parent/guardian. This will be a separate fee on it's own GL and not be reflected by regular school activity fees as this is an OPTIONAL activity.

Items/Services to be purchased: This fee covers the cost of admission to the Royal Tyrell Museum, transportation, meals, and activities over 2 days. - This will be an overnight trip, students will sleep at the museum. Cost also needs to include hotel accomodation and meals for the bus driver in addition to regular transportation fees.

Surplus/Deficit Handling Plan: The money collected is on a cost-recovery basis. If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, will be reallocated at the discretion of the Principal. As this is a cost recovery fee, should there run a defecit in this project, parents will be charged an additional amount to make up the defecit.

Project name: Grade 5/6 Foods

Person responsible: Hayden, Donna

Purpose and timelines: Fees are required to cover the cost of the materials for grade 5/6 foods course.

Revenue to collect: The fee collected for this project in the amount of \$40.00 will be spent on a cost recovery basis and has been estimated based on the expected costs.

Items/Services to be purchased: Fees for this project could be used to pay for ingredients, enhanced supplies, educational presentations, or equipment replacement.

Surplus/Deficit Handling Plan: The money collected is for a cost recovery basis. If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, will be reallocated at the discretion of the Principal and may cover costs such as the replacement of equipment or supplies or the purchase of new equipment or supplies.

Project name: Grade 5/6 Leadership/Student Wellness

Person responsible: Hayden, Donna

Purpose and timelines: The purpose of this project is to collect fees for students to participate in the Grade 5/6 Leadership/Student Wellness CTF course.

Revenue to collect: Students are charged \$10.00 which includes the cost of materials for the course.

Items/Services to be purchased: Fees for this project will be used to purchase of supplies/equipment.

Surplus/Deficit Handling Plan: The money collected is for a cost recovery basis. If there are surplus funds remaining at the end of the school year, \$5.00 or less per student, will be reallocated at the discretion of the Principal and may cover costs such as the replacement of materials.

Project name: Grade 5/6 Outdoor Education

Person responsible: Hayden, Donna

Purpose and timelines: Fees are required to cover the cost of materials for Grade 5/6 Outdoor Education course.

Revenue to collect: Students are charged a \$30.00 fee to cover the cost of the Outdoor Eduction course.

Items/Services to be purchased:	The fees collected will cover the cost of the materials needed for the course.
Surplus/Deficit Handling Plan:	The money collected is for a cost recovery basis. If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, will be reallocated at the discretion of the Principal and may cover costs such as the replacement of equipment or materials or the purchase of new equipment or materials.
Project name:	Grade 6 Choices Conference
Person responsible:	Diduck, Andria
Purpose and timelines:	Stakeholders will be given a breakdown of the cost in advanced and communicated in person and by letter and email. This optional virtual project is applicable to grade 6 girls through the University of Alberta. The cost to register a team varies from year to year but is typically \$60/per 3-4 person team. The anticipated cost for the 23/24 year to register 2 teams of Grade 6 girl students will be about \$120. If all 8 students opt-in, the fee will be \$15.00 per student. If less students opt-in, the entry fee will be divided according to the total number of registered participants.
Revenue to collect:	This project is a separate fee on its own and will not be reflected by regular school activity fees as this is an optional activity. It will be paid by the parent/guardian in a separate fee added to the parent portal account on Powerschool.
Items/Services to be purchased:	The fee covers cost of shipping and the items included for a STEM (Science, Technology, Engineering, Math) kit with hands-on activities. The fee also includes an introduction and demonstrations led by Women in Scholarship, Engineering, Science, and Technology from the University of Alberta.
Surplus/Deficit Handling Plan:	The money collected is on a cost-recovery basis. If there are surplus funds remaining at the end of the school year (\$10 or less per student), the money will be reallocated at the discretion of the principal. As this is a cost recovery fee, should there run a deficit in this project, parents/guardians will be charged an additional amount to make up the deficit.

Project name:	Grade 6 Field Trips
Person responsible:	Hinger, Cathy
Purpose and timelines:	This project will cover all "In School" and "Off Campus" field trips undertaken during the school year. Parents will be informed via letter for each field trip.
Revenue to collect:	Students are charged \$150.000 which includes the cost of field trips, bussing and admission fees for the year. Swimming Lesson Fees are not included in this fee.
Items/Services to be purchased:	Fees for this project could be used to pay for admission to facilities, transportation, facilitator instruction costs, educational presentations and the purchase of supplies/equipment.
Surplus/Deficit Handling Plan:	If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, it will be reallocated at the discretion of the Principal. Any surplus funds in the amount of more than \$10.00 per student will be reimbursed to the student by way of a credit to their fees account in PowerSchool. If fees collected are not sufficient to cover the activity costs, additional fees may be added to student accounts to cover the project's deficit.

Project name:	Grade 7/8 Art
Person responsible:	Melanie Mazurek
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in the Grade 7/8 Arts CTS course. A letter was sent home to parents with an overview

of the content of the course and associated fees.

Revenue to collect:	Students are charged a \$20 fee to cover the cost of the materials for the Arts course.
Items/Services to be purchased:	The fees collected will cover the cos of supplies required for the art projects.
Surplus/Deficit Handling Plan:	If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, will be reallocated at the discretion of the Principal and may cover costs such as the replacement of materials or the purchase of new materials.

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Project name:	Grade 7/8 Drama/Performing Arts
Person responsible:	Mazurek, Melanie
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in the Grade 7/8 Drama/Performing Arts CTS course. A letter was sent home to parents with an overview of the content of the course and the associated fees.
Revenue to collect:	Students are charged a \$10.00 fee to cover the cost of the materials for the Drama/Perfoming Arts course.
Items/Services to be purchased:	The fees collected will be used to buy the supplies required for the drama/performing arts projects.
Surplus/Deficit Handling Plan:	If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, will be reallocated at the discretion of the Principal and may cover costs such as the replacement of materials or the purchase of new materials.

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Project name:	Grade 7/8 Field Trips
Person responsible:	Mazurek, Melanie
Purpose and timelines:	This project will cover all "In School" and "Off Campus" field trips undertaken during the school year. Parents will be informed via letter for each field trip.
Revenue to collect:	Students are charged \$130.000 which includes the cost of field trips, bussing and admission fees for the year.
Items/Services to be purchased:	Fees for this project could be used to pay for admission to facilities, transportation, facilitator instruction costs, educational presentations and the purchase of supplies/equipment. Transportation costs are divided equally amongst all students going on the trip. Therefore, students who paid for the field trip and are absent the day of trip will be reimbursed all of the fees except the transportation costs. Admission and material fees will be reimbursed where venues/presenters do not charge the school for the absent student.
Surplus/Deficit Handling Plan:	The money collected is for a cost recovery basis. If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, it will be reallocated at the discretion of the Principal. Any surplus funds in the amount of more than \$10.00 per student will be reimbursed to the student by way of a credit to their fees account in PowerSchool. If fees collected are not sufficient to cover the activity costs, additional fees may be added to student accounts to cover the project's deficit.

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Project name:	Grade 7/8 Food Studies
Person responsible:	Gregg, Sean
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in the Grade 7/8 Food Studies course. The activities included in this fee involve supplies for food prepaation of scacks, baked goods, milk products, meal planning and nutrition.
Revenue to collect:	The fee collected for this project in the amount of \$40.00 will be spent on a cost recovery basis and has been estimated based on the expected costs.



Items/Services to be purchased:	The fees collected are used to pay for the consumable materials used.
Surplus/Deficit Handling Plan:	The money collected is for a cost recovery basis. If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, will be reallocated at the discretion of the Principal and may cover costs such as the replacement of equipment or the purchase of new equipment.
Project name:	Grade 7/8 Robotics
Person responsible:	Mazurek, Melanie
Purpose and timelines:	Students are charged a \$25.00 fee to cover the cost of the Robotics course for students to participate in Grade 7/8.
Revenue to collect:	The fee collected for this project in the amount of \$25.00.
Items/Services to be purchased:	Fees for this project could be used to buy materials for the Robotics course.
Surplus/Deficit Handling Plan:	The money collected is for a cost recovery basis. If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, will be reallocated at the discretion of the Principal and may cover costs such as the replacement of equipment or the purchase of new equipment.
Project name:	Grade 7/8 Sports Performance
Person responsible:	Gregg, Sean
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in the grade 7/8 sports performance course. A letter was sent home outlining the course and the associated fees
Revenue to collect:	Students are charged a \$20 fee to cover the cost of the Sports Performance course.
Items/Services to be purchased:	The fees collected will cover the cost of bringing in outside trainers for workshops.
Surplus/Deficit Handling Plan:	If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, it will be reallocated at the discretion of the Principal. Any surplus funds in the amount of more than \$10.00 per student will be reimbursed to the student by way of a credit to their fees account in PowerSchool. If fees collected are not sufficient to cover the activity costs, additional fees may be added to student accounts to cover the project's deficit.
Project name:	Junior Girls Volleyball Team
Person responsible:	Gregg, Sean
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in the Junior High Girls Volleyball team. A letter was sent home to parents with an overview of the costs for league fees, tournament fees and other related volleyball fees
Revenue to collect:	Students are charged \$73. The purpose of this project is to collect fees for students to participate in the Junior High Girls Volleyball team.
Items/Services to be purchased:	The activities included in this fee involve league fees, tournament fees and other related volleyball fees. Transportation costs are not included as students are driven to the games by parents.
Surplus/Deficit Handling Plan:	After completion of the volleyball season, surplus funds in the amount of \$10 per student will be transferred to a project plan for the purchase of new equipment and jerseys until there are enough funds to cover the cost of the purchase.
Project name:	Praise and Worship Club

Person responsible: Mazurek, Melanie

Purpose and timelines: The purpose of this project is to collect fees for students to participate in the Praise and Worship Club.

Revenue to collect: Students are charged \$102.00 which includes the cost the t-shirt for the club.

Items/Services to be purchased: A Fee for this project will be used to purchase t-shirts.

Surplus/Deficit Handling Plan: The money collected is for a cost recovery basis. If there are surplus funds remaining at the end of the school year, \$5.00 or less per student, will be reallocated at the discretion of the Principal and may cover costs such as the replacement of materials.

Project name: Recorder

Person responsible: Mazurek, Melanie

Purpose and timelines: Fees are required to cover the cost of a recorder for students in Grades 2 - 6.

Revenue to collect: Students are charged \$10.00 which includes the cost of the recorder

Items/Services to be purchased: The funds will be toward the cost of the recorder.

Surplus/Deficit Handling Plan: The money collected is for a cost recovery basis. If there are surplus funds remaining at the end of the school year, \$5.00 or less per student, will be reallocated at the discretion of the Principal and may cover costs such as the replacement of equipment or the purchase of new equipment.

Project name: Student Agenda's

Person responsible: Guerin, Tess

Purpose and timelines: Fees are required to cover the cost of the agenda. The student agenda is used as a school to home communication tool as well as a place to record assignments and their timelines.

Revenue to collect: Students are charged \$10.00 which covers the cost of the agenda.

Items/Services to be purchased: Fees for the student agenda's are purchased for each student in grades 1 to 4.

Surplus/Deficit Handling Plan: The money collected is for a cost recovery basis. If there are surplus funds remaining at the end of the school year, \$5.00 or less per student, will be reallocated at the discretion of the Principal.

Project name: Swimming Lessons

Person responsible: Hinger, Cathy

Purpose and timelines: Swimming lessons take place in the spring. Parents will be informed through a letter home, PowerSchool messenger, and our weekly memo.

Revenue to collect: All students from grade 1 -6 will be charged \$80 to cover the costs of swimming lessons and transportation.

Items/Services to be purchased: Transportation costs are divided equally among all students going on the trip. Cost is directly associated with cost of swimming lessons and transportation. Therefore students who paid for the swimming lessons and are absent on the day can not be reimburse.

Surplus/Deficit Handling Plan: If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, it will be reallocated at the discretion of the Principal. Any surplus funds in the amount of more than \$10.00 per student will be reimbursed to the student by way of a credit to their fees account in PowerSchool. If fees collected are not sufficient to cover the activity costs, additional fees may be added to student accounts to cover the project's deficit.

Project name: TD Friends of the Environment Grant

Person responsible: Hinger, Cathy

Purpose and timelines: This project will provide an opportunity for students in Kindergarten to Grade 8 to explore and deepen their attitudes, skills and knowledge about garden based learning through a collaborative and guided inquiry approach. Students will be able to research the various uses of hydroponic systems, including sustainable food systems and community environmental issues all without having to leave the school grounds.

Revenue to collect: Grant from TD

Items/Services to be purchased: Two grow towers with lights and supplies for growing.

Surplus/Deficit Handling Plan: Any surplus will go to buying seeds and supplies for the towers.

Project name: Tech Leasing Fee

Person responsible: Hinger, Cathy

Purpose and timelines: Fees are required to cover the cost of using the computers at school.

Revenue to collect: \$20 online payment

Items/Services to be purchased: Technology leasing cost to our District for Kindergarten to grade 3 that use school leased computers.

Surplus/Deficit Handling Plan: The money collected is for a cost recovery basis. There should be no surplus.

Project name: Track & Field

Person responsible: Hinger, Cathy

Purpose and timelines: Fees are required to cover the cost of planned field trips for students in Grades 4 - 8 involved in Track and Field.

Revenue to collect: Students are charged \$20.00 which includes the cost of the field trips and bussing.

Items/Services to be purchased: Cost of the event and transportation costs.

Surplus/Deficit Handling Plan: If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, will be reallocated at the discretion of the Principal.

Project name: Yearbook

Person responsible: Guérin, Tess

Purpose and timelines: The school will advertise to families the option of purchasing a yearbook. The OPT-OUT Order form is listed on the students Powerschool account.

Revenue to collect: Any student wanting a yearbook may pay \$30.00 for the cost of the book or may opt out by filling out the form on powerschool.

Items/Services to be purchased: Yearbooks

Surplus/Deficit Handling Plan: Yearbooks are on a cost recovery basis only, there should not be a surplus. If there are surplus funds remaining at the end of the school year, \$10.00 or less per student, will be reallocated at the discretion of the Principal.

Project name: Young Author's Conference

Person responsible: Hinger, Cathy

Purpose and timelines: Fees are required to cover the cost of the Young Author's Conference.

Revenue to collect:	Students are charged \$15.00. The Parent's Association will be covering th additional \$15.00
Items/Services to be purchased:	Fees for this project could be used to pay for the cost of attending the Young Author's Conference.
Surplus/Deficit Handling Plan:	The money collected is for a cost recovery basis.