

# Project Plan Summary



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

**Phone:** 780-922-5920

**Fax:** 780-922-6450

**Principal:** Mrs. Aoife Cahill

---

Project name:	Basketball
Person responsible:	Driedger, Brant
Purpose and timelines:	Letters are sent home to all parents to inform them.
Revenue to collect:	Money will be collected to cover the cost of basketball T-shirts.
Items/Services to be purchased:	T-shirts are purchased for each member of the basketball team.
Surplus/Deficit Handling Plan:	The money collected is for a cost recovery basis. In the event there is a surplus the money will be used for a season wind up activity.

---

Project name:	Club Moo
Person responsible:	Rumley, Paula
Purpose and timelines:	Club Moo runs throughout the year. Participation is voluntary. Students purchase punch cards which they can then redeem for milk at lunch time.
Revenue to collect:	The cost of the punch card is \$20 and each punch card is valid for 25 milk (237mL), either white or chocolate.
Items/Services to be purchased:	Milk is purchased.
Surplus/Deficit Handling Plan:	Any surplus is directed to student activities such as Healthy Activity Day, last day of school prior to Christmas Holidays. The funds are used to offset the costs associated with the days activities; ie transportation to and from Millenium Place and admission to venues. No fees are assessed to students for this day's activities.

---

Project name:	Donations for Students in Need
Person responsible:	Cahill, Aoife
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.

---

Project name:	ECS Field Trips
Person responsible:	Small, Paula
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:	Each kindergarten student is charged a \$182.00 field trip fee.

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 (Mother's Day tea, Father's Day picnic)

Surplus/Deficit Handling Plan: If there is any surplus funds, they will be used at the end of the school year.

---

Project name: Grade 1 Field Trips

Person responsible: Odiobala, Erica

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.

Revenue to collect: Cost per Grade 1 student is \$98.00 per year. Field trips are on a cost recovery basis only. Parent/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: Transportation costs are divided equally among all students going on the trip. Therefore, students who paid for the field trip and are absent the day of the 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 absence of the student.

Surplus/Deficit Handling Plan: As field trips are on a cost recovery basis only, there should not be a surplus. Should one occur, the funds will go towards a year end activity.

---

Project name: Grade 2 Field Trips

Person responsible: Viegas-Fleck, Michelle

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: The cost is \$96.00 per Grade 2 student. Field trips are on a cost recovery basis only. Parent/Guardians will only be assessed for fees to cover costs associated directly with the field trip ie. transportation costs, admission, materials, etc

Items/Services to be purchased: Transportation costs are divided equally among 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 for 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: As field trips are on a cost recovery basis only, there should not be a surplus. Should one occur, the funds will go towards a year end activity.

---

Project name: Grade 3 Field Trips

Person responsible: Kroeker, Andrea

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.

Revenue to collect: \$102.00 per Grade 3 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 trips ie. transportation costs, admission, material, etc

Items/Services to be purchased: 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 paid except for 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: As field trips are on a cost recovery basis only, there should not be a surplus. Should one occur, the funds will go towards a year end activity.

---

Project name: Grade 4 Field Trips

Person responsible: Laurin, Brandy

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: \$76.00 will be charged per Grade 4 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 trips eg. transportation costs, admission, materials, etc.

Items/Services to be purchased: 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 paid 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: As field trips are on a cost recovery basis only, there should not be a surplus. Should one occur, the funds will go towards a year end activity.

---

Project name: Grade 5 Field Trips

Person responsible: Driedger, Brant

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: \$122.00 will be charged for each Grade 5 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 ie. transportation costs, admission, materials, etc

Items/Services to be purchased: Transportation costs are divided equally among 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 paid 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: As field trips are on a cost recovery basis only, there should not be a surplus. Should one occur, the funds will go towards a year end activity.

---

Project name: Grade 6 Field Trips

Person responsible: Evans, Leanne

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: \$122.00 will be charged to each Grade 6 student. Field trips are on a cost recover basis only. Parents/Guardians will only be assessed fees to cover costs associated directly with the field trips ie. transportation costs, admission, materials, etc.

Items/Services to be purchased: Transportation costs are divided amongst all students going on the trip. Therefore, students who paid for the trip and are absent the day of trip will be reimbursed all of the fees paid 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: As field trips are on a cost recovery basis only, there should not be a surplus. Should one occur, the funds will go towards a year end activity.

---

Project name: Grade 7 Field Trips

Person responsible: Shindell, Carianne

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: \$197.00 fee to be charged to each Grade 7 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 ie. transportation costs, admission, materials, etc

Items/Services to be purchased:

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:

As field trips are on a cost recovery basis only, there should not be a surplus. Should one occur, the funds will go towards a year end activity.

---

Project name:

Grade 8 Field Trips

Person responsible:

Cormier, Laura

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 all field trips.

Revenue to collect:

\$187 fee to be charged to each Grade 8 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 ie. transportation costs, admission, materials, etc.

Items/Services to be purchased:

Transportation costs are divided equally among all students going on the trip. Therefore students who paid for the field trip and are absent the day of the 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:

As field trips are on a cost recovery basis only there should not be a surplus. Should one occur, the funds will go towards a year end activity.

---

Project name:

JH Advanced Art

Person responsible:

Viegas-Fleck, Michelle

Purpose and timelines:

Students have been informed of the option via school letter. Option class outline will be given to students at the beginning of the option.

Revenue to collect:

\$20 is collected from each student.

Items/Services to be purchased:

Enhanced art supplies will be purchased.

Surplus/Deficit Handling Plan:

If there is any surplus the funds will be used for a final art project.

---

Project name:

JH Foods Option

Person responsible:

Shindell, Carianne

Purpose and timelines:

The information will be provided to parents in the option course description.

Revenue to collect:

\$50.00 for each Grade 7 and Grade 8 students.

Items/Services to be purchased:

Food preparation supplies.

Surplus/Deficit Handling Plan:

Any surplus will be put back into the activities associated with this option.

---

Project name:

Kinder Plus

Person responsible:

Cahill, Aoife

Purpose and timelines:

Information about the program has been shared on our school website, in our Weekly Memos

Revenue to collect:

The monthly fee covers the salary of the staff member running the program.

Items/Services to be purchased:	School supplies many be purchases with the fee.
Surplus/Deficit Handling Plan:	The fees will cover the staffing of the program. Any surplus will cover the cost the school budget is providing.
Project name:	Sports Activity Fee
Person responsible:	Cahill, Aoife
Purpose and timelines:	This project will cover in school sports activities undertaken during the school year. Families will be informed about the activities through school memos.
Revenue to collect:	A fee of \$10 will be charged for each student. The fee is on a cost recovery basis.
Items/Services to be purchased:	Sports activities taking place during school hours offered to all students.
Surplus/Deficit Handling Plan:	Any surplus will be used for an activity day at the end of the year.
Project name:	Student Leadership
Person responsible:	Shindell, Carianne
Purpose and timelines:	Information about the student lead fundraisers are shared with families via Weekly Memos.
Revenue to collect:	Student leaders will participate in fundraising activities to raise funds.
Items/Services to be purchased:	Money will be used to cover expenses for the leadership team (ex. transportation to WE Day) and donated to charitable organizations.
Surplus/Deficit Handling Plan:	In the event of a surplus the student leadership group will determine whether the funds are donated, carried forward for future student leaders, or used by the current student leaders.
Project name:	Swimming Lessons
Person responsible:	Rumley, Paula
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:	As field trips are on a cost recovery basis only, there should not be a surplus. Should one occur, the funds will go towards a year end activity.
Project name:	Volleyball
Person responsible:	Cahill, Aoife
Purpose and timelines:	Letters are sent home with each volleyball player to inform the families.
Revenue to collect:	Money is collected to cover the cost of T-shirts for the volleyball players.
Items/Services to be purchased:	T-shirts for each volleyball player are purchased.
Surplus/Deficit Handling Plan:	The funding is based on a cost recovery basis, but in the event of a surplus the money will be used for a season wrap up activity.