Project Plan Summary

St. Luke Catholic School
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Principal: Mrs. Aoife Cahill

Project name:	Advanced Physical Education
Person responsible:	Opalka, Carianne
Purpose and timelines:	The project will cover all "In school" and "Off Campus" field trips undertaken during the semester option. Parents will be informed via letter for each field rip.
Revenue to collect:	Cost per student will depend on field trip. 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 fees possible 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:	Badminton
Person responsible:	Cahill, Aoife
Purpose and timelines:	Letter are sent home to all parents to inform them.
Revenue to collect:	Money will be collected to cover the cost of badminton T-shirts and tournaments.
Items/Services to be purchased:	T-shirts are purchased for each member of the Badminton 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.

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 or to cover cost of equipment and jersey replacement.

Project name:	Club Moo
Person responsible:	Rumley, Paula

Purpose and timelines:	Club Moo runs throughout the year. Participation is voluntary. Parents purchase milk through Parent Powerschool and milk is served at lunch time.
Revenue to collect:	Parents can purchase milk through Parent Powerschool -$1.00 for (200mL), 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:	Donations General
Person responsible:	Cahill, Aoife
Purpose and timelines:	A letter at the beginning of the year letting families know that they can make Donations to help with student events and other supplies that would benefit students.
Revenue to collect:	Families are asked to donate a nominal fee if they would like
Items/Services to be purchased:	Events for students and extra supplies for students
Surplus/Deficit Handling Plan:	Funds left over will be used for future opportunities for students.

Project name:	Drama-RPG
Person responsible:	Driedger, Brant
Purpose and timelines:	This is a after school Club for students to learn to play RPG
Revenue to collect:	students pay a 10.00 fee to participate.
Items/Services to be purchased:	Game booklets pieces and a set of dice for each student
Surplus/Deficit Handling Plan:	If there was a surplus the funds would go to supping more game pieces or books so that more students can participate.

Project name:	ECS Field Trips
Person responsible:	Dionne, Debbie
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 $103.00 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 rip.
Revenue to collect:	Cost per Grade 1 student is $80.00 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 fees possible 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 1/2 Field Trips
Person responsible:	Suddaby, 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 $82.00 per Grade 1/2 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 2/3 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:	$177.00 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:	Webb, Nicole
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:	$132.00 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:	$75.00 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 5-8 Options
Person responsible:	Cahill, Aoife
Purpose and timelines:	The information will be provided to parents in the Maker Space Option course description that is sent to parents at the beginning of the year.
Revenue to collect:	Students are charged $25.00 at the beginning of the year.
Items/Services to be purchased:	The fees collected are used to pay for the consumable material used,
Surplus/Deficit Handling Plan:	Deficit will occur if not all students pay their fees. There should not be a surplus, however if one should occur, it will be carried forward to the next year to offset the option costs for the next year.
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:	$75.00 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:	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 each field trip.
Revenue to collect:	$65.00 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:	Damur, Melissa
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:	$65 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 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:	Kinder Plus
Person responsible:	Cahill, Aoife
Purpose and timelines:	Information about the program has been shared on our school website and 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 may be purchased with the fees.
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:	Leadership
Person responsible:	Cahill, Aoife
Purpose and timelines:	Grade 7 and 8 students have letters sent home where they can choose this option. This is a service class.
Revenue to collect:	There is not charge for this option.
Items/Services to be purchased:	none

Surplus/Deficit Handling Plan:	There will not be a surplus or deficit as there is no charge or expense .
Project name:	Outdoor Education
Person responsible:	Cormier, Laura
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 rip.
Revenue to collect:	Cost per student is $60 for the option. 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 This fee will go into CTS (SGF)
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 fees possible 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:	Playground Replacement
Person responsible:	Rumley, Paula
Purpose and timelines:	Funds are being raise to cover the cost of the Replacement of our school playground.
Revenue to collect:	Donations and fundraisers raised by our School council
Items/Services to be purchased:	A new playground equipment.
Surplus/Deficit Handling Plan:	Extract monies will allow for additional items for the playground area. (picnic tables, benches and landscaping.)
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:	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 $70 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:	Tech Leasing Fee
Person responsible:	Rumley, Paula
Purpose and timelines:	Cost of tech fee will be on school fee
Revenue to collect:	$20 on line payment, cheque or cash
Items/Services to be purchased:	Technology leasing cost to our District for K to 3's that us school computers and Ipads.
Surplus/Deficit Handling Plan:	There should be no or minimal surplus

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. T shirts are $15 Girls fee are 20 sports council and 10 wrap up Boys fee is 15 refereeing and 10 wrap up
Items/Services to be purchased:	T-shirts for each volleyball player are purchased. wrap up lunch.
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.