

# Project Plan Summary



**St. Luke Catholic School**  
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**Principal:** Cathy Hinger

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**Project name:** APPLE Schools  
**Person responsible:** Leanne Evans  
**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 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:** Basketball  
**Person responsible:** Hawkes, Mason  
**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 this project in the amount of \$150.00 will be spent on a cost of basketball T-shirts and Tournaments. \$150 deposit fee is charged and then returned when uniforms are returned to coach or Mrs. Rumley  
**Items/Services to be purchased:** Fees for this project will be used to pay for T-shirts and to cover the cost of Tournament Fees.  
**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 at the end of the season.

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**Project name:** CTF Grade 5 Foods  
**Person responsible:** Hayden, Donna  
**Purpose and timelines:** The purpose of this project is to collect fees for students to participate in the Grade 5 Foods CTF course. A letter will be sent home with the associated costs.  
**Revenue to collect:** The fee collected for this project in the amount of \$30.00 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:** After completion of the course surplus funds in the amount of \$5.00 will be used to replace any equipment replacement and the final food prep class.

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**Project name:** CTF Grade 6 Foods  
**Person responsible:** Hayden, Donna

Purpose and timelines:	The purpose of this project is to collect fees for students to participate in Grade 6 Foods. A letter will be sent home with a detailed breakdown of associated costs.
Revenue to collect:	The fee collected for this project in the amount of \$30.00 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:	After completion of the course surplus funds in the amount of \$5.00 will be used to replace any equipment replacement and the final food prep class.
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.
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 \$110.00 will be charged for each Kindergarten student. 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:	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:	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 or will be credited to their Powerschool account.
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.
Revenue to collect:	\$125.00 will be charged for each Grade 1 student. 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 or will be credited to their Powerschool account.

Project name: Grade 2 Field Trips  
 Person responsible: Odiobala, Erica  
 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 \$125.00 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 or will be credited to their Powerschool account.

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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: The cost is \$125.00 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 i.e.. 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 or will be credited to their Powerschool account.

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Project name: Grade 4 Field Trips  
 Person responsible: Akhtar, Yasmin  
 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 \$100.00 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 or will be credited to their Powerschool account.

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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

timelines:	during the school year. Parents will be informed via letter for each field trip.
Revenue to collect:	The cost is \$100.00 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 or will be credited to their Powerschool account.

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Project name:	Grade 5/6 Art
Person responsible:	Evans, Leanne
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in the CTF art program. A letter will be sent home to with a description of the projects.
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 supplies such as clay, canvases, paint, watercolor paper.
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 spent at the end of the school year to offset any replacement costs.

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Project name:	Grade 5/6 Leadership (S.W.A.T)
Person responsible:	Evans, Leanne
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in the Grade 5/6 Leadership CTF course. The supplies included in this fee are: the purchase of t-shirts to build community spirit and for students to be recognized as part of the SWAT team.
Revenue to collect:	The fee collected for this project in the amount of \$25.00 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 will be used to pay for the purchase of t-shirts.
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 spent at the end of the school year to offset any replacement costs.

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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:	The cost is \$139.00 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 or will be credited to their Powerschool account.

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**Project name:** Grade 7 Field Trips

**Person responsible:** Hawkes, Mason

**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:** \$120.00 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 or will be credited to their Powerschool account.

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**Project name:** Grade 7/8 Fine Arts

**Person responsible:** Shakeshaft, Sharilynn

**Purpose and timelines:** The purpose of this project is to collect fees for students to participate in Grades 7/8 Fine Arts CTF course. The activities included in this fee are: creating a variety of art projects, some with mediums such as clay and glass.

**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 material used and replacement materials needed for the Fine Art Option.

**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 spent at the end of the school year to offset any replacement costs.

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**Project name:** Grade 7/8 Food Studies

**Person responsible:** Shakeshaft, Sharilynn

**Purpose and timelines:** The purpose of this project is to collect fees for students to participate in the Grade 7/8 Food CTS course. The activities included in this fee involve supplies for food preparation of snacks, baked goods, milk products, meal planning and nutrition.

**Revenue to collect:** The fee collected for this project in the amount of \$30.00 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 material used.

**Surplus/Deficit Handling Plan:** After completion of the course surplus funds will be used towards purchasing replacement equipment.

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**Project name:** Grade 7/8 Performing Arts

**Person responsible:** Shakeshaft, Sharilynn

**Purpose and** The purpose of this project is to collect fees for students to participate in

timelines:	Performing Arts. A letter will be sent home with a description of the course. The activities included in this fee include materials purchased for set design and materials purchased for technical theatre.
Revenue to collect:	The fee collected for this project in the amount of \$20.00 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 the consumable materials used and replacement materials.
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 any replacement costs.

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Project name:	Grade 7/8 Robotics
Person responsible:	Hawkes, Mason
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in Grade 7/8 robotics.
Revenue to collect:	The fee collected for this project in the amount of \$25.00 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 purchase lego robotics kits for students.
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 spent at the end of the school year to offset any replacement or repair costs.

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Project name:	Grade 8 Field Trips
Person responsible:	Hawkes, Mason
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:	The cost is \$153.00 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 or will be credited to their Powerschool account.

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Project name:	Student Agenda's
Person responsible:	Rumley, Paula
Purpose and timelines:	The student agenda is used as a school to home communication tool as well as a place to record assignments and their timelines. Purpose of the project will be communicated to parents through the project plan.
Revenue to collect:	The fee collected for the student agendas will be \$10.00 per student in grades 1 to 8.
Items/Services to be purchased:	Fees for the student agenda's are purchased for each student in grades 1 to 8
Surplus/Deficit Handling Plan:	As this project is based on a cost recovery basis, there will be no surplus associated with this project.

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.

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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.

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Project name: Tech Leasing Fee  
 Person responsible: Rumley, Paula  
 Purpose and timelines: Cost of tech fee will be on school fees  
 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: There should be no surplus.

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Project name: Yearbook  
 Person responsible: Rumley, Paula  
 Purpose and timelines: The school will advertise to families the option of purchasing a yearbook. The Order form is on the students Powerschool.  
 Revenue to collect: Any student wanting a yearbook many pay \$28 for the cost of the book  
 Items/Services to be purchased: Yearbooks  
 Surplus/Deficit Handling Plan: Yearbooks are on a cost recovery basis only, there should not be a surplus.