

# Project Plan Summary



## St. John XXIII Catholic School

9526 - 89th Street  
Fort Saskatchewan, AB  
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**Principal:** Mrs. Tracy Melnyk

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Project name:	Community Relations
Person responsible:	St. John XXIII School PC
Purpose and timelines:	Funds are raised through fundraising projects/events including, but not limited to, Halloween family dance, spring dance, poinsettia sales, spell-a-thon, strawberry basket sales, bottle drive and Mable's Labels, in order to support various programs in St. John XXIII School during that year. It will be communicated to the parents by letters being sent home through the school advising them of the fundraiser and the intended use of the revenue.
Revenue to collect:	Sale proceeds from the fundraising projects/events and money collected from the donation of bottles from parents to the bottle drive.
Items/Services to be purchased:	All funds allocated to Community Relations will be used to support special student, staff and family projects including, but not limited to Gr. 4 banner, Gr. 1-4 yearbook, staff appreciation and retirements, classroom supplies, Welcome Back breakfast and memorials.
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will remain in that account for expenses in future years or to make a lump sum payment to offset any shortfalls experienced throughout the year.

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Project name:	Cultural Events, Music & Religion
Person responsible:	St. John XXIII School PC
Purpose and timelines:	Funds are raised through fundraising projects/events including, but not limited to, Halloween family dance, spring dance, poinsettia sales, spell-a-thon, strawberry basket sales, bottle drive and Mable's Labels, in order to support various programs in St. John XXIII School during that year. It will be communicated to the parents by letters being sent home through the school advising them of the fundraiser and the intended use of the revenue.
Revenue to collect:	Sale proceeds from the fundraising projects/events and money collected from the donation of bottles from parents to the bottle drive.
Items/Services to be purchased:	All funds allocated to Cultural Events, Music & Religion will be used to support fine arts presentations, the school music program, religious enhancement projects, bussing expenses and field trip fees of students from families experiencing financial hardship.
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will remain in that account for expenses in future years or to make a lump sum payment to offset any shortfalls experienced throughout the year.

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Project name:	ECS Cooking Fees
Person responsible:	ECS Team Teachers
Purpose and timelines:	The purpose of the Cooking Program is to introduce kindergarten students to the process of cooking food which allows math concepts to be learned while

	building an understanding of self care and confidence. The program is often related to the classroom theme or focus of the month. This will be communicated to parents through classroom newsletters. Cooking is done throughout the year on a monthly basis. Kindergarten parents are sent home an invoice with an itemized listing of fees, in which it is listed as a separate item.
Revenue to collect:	Money will be taken out of the Kindergarten fees paid by ECS parents in the amount of \$8.00 per student.
Items/Services to be purchased:	Supplies and ingredients that will be used by the children to create their monthly cooking projects. Funds may also be used for items needed for eating such as plates, cups, and napkins.
Surplus/Deficit Handling Plan:	Any surplus money will be used for purchasing food items for the Crazy Camel Carnival in June which is a year end celebration for all kindergarten classes. Parents will be informed if any cooking money is being used for the Carnival through class newsletters.
Project name:	ECS Field Trips & Presentations
Person responsible:	ECS Team Teachers
Purpose and timelines:	Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Kindergarten curriculum. In October, parents will be sent home a letter with the breakdown of the admission/presentation fees and bussing fees for each field trip/presentation. As a follow-up, at the end of October, parents are sent home an invoice with an itemized listing of all fees, in which it is listed as a separate item. The fee includes the following field trips and presentations:
Revenue to collect:	Fees charged to parents on a cost recovery basis in the amount of \$81.00, with a breakdown of the fees, which includes admission and bussing, as follows: Prairie Gardens - \$ Telus World of Science - \$ Winter Wonderland Presentation - \$ Safety City - \$ Jurassic Forest - \$
Items/Services to be purchased:	Field trip admission fees, in class presentation fees, and bussing required for these events.
Surplus/Deficit Handling Plan:	Any surplus funds will be transferred to the Grade 1 Field Trip and Presentation account to subsidize their next year's field trip expenses. Any Deficit will be covered by transferring funds from our General Account.
Project name:	ECS T-shirts
Person responsible:	ECS Team Teachers
Purpose and timelines:	This is a parent initiated project, in which the parents communicate to all families the option of whether or not to participate in this project, the cost, and approximate delivery time in a note sent home to parents. Funds are usually collected in the fall of each year.
Revenue to collect:	Amount will depend on the company that each parent group decides on. Money will be collected in addition to ECS fees. Only those parents willing to participate will spend money.
Items/Services to be purchased:	T-shirts.
Surplus/Deficit Handling Plan:	Reimbursement to parents.
Project name:	ECS Yearbooks
Person responsible:	ECS Team Teachers
Purpose and timelines:	This is a parent initiated project in which parents communicate to all families the option of whether or not to participate in this project, the cost, and

	approximate delivery time in a note sent home to parents. Funds are usually collected in the spring of each year.
Revenue to collect:	Amount will depend on the company that each parent group decides on. Money will be collected in addition to ECS fees. Only those parents willing to participate will spend money.
Items/Services to be purchased:	yearbooks
Surplus/Deficit Handling Plan:	Reimbursement to parents
Project name:	Enhanced Art Supplies
Person responsible:	Wilson, Jeannette
Purpose and timelines:	This is a fee for consumables and replenishment of art materials for extra and specialized projects in the classroom, throughout the school year. Parents are sent home an invoice with an itemized listing of fees, in which it is listed as a separate item.
Revenue to collect:	Money will be taken out of the Enhanced Art Supply school fee paid by parents in the amount of \$5.00.
Items/Services to be purchased:	Consumables art materials that support curricular related special projects in the classroom.
Surplus/Deficit Handling Plan:	Purchase start up art materials for the next years' classes.
Project name:	Foster Children Sponsorship
Person responsible:	Wilson, Jeannette
Purpose and timelines:	Our school sponsors 3 foster children through Chalice. A note is sent home in students' agendas advising parents of the fundraising event.
Revenue to collect:	Special fundraising activities put on by the students- eg. Bake sales, candy grams, silver collection at ECS Christmas party
Items/Services to be purchased:	Yearly sponsorship for 3 foster children in the amount of \$444.00 per child per year.
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will remain in that account to pay the annual sponsorship fees for the 3 foster children in future years or to send a lump sum payment to purchase a special gift for each of their communities.
Project name:	General
Person responsible:	Wilson, Jeannette
Purpose and timelines:	This account is for all money received that is not for a specific item.
Revenue to collect:	Money received from LifeTouch for our picture rebate.
Items/Services to be purchased:	It is used to pay for school event expenses that are not paid for by the PSC nor collected from parents - eg. Choir wind-up party, Choir Festival costs, Choir Field Trip expenses, Gr. 4 Bible Presentation celebration
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will be used to offset any shortfalls in our School Generated Accounts, including Noon Hour Supervisor expenses.
Project name:	Gr. 1 Evidence of Learning
Person responsible:	Gr. 1 Team Teachers
Purpose and timelines:	Fees are charged to parents of teachers using a curriculum related Evidence of Learning Binder, which provides students a place to showcase their learning and growth and to communicate student progress with parents. Parents are sent home an invoice with an itemized listing of fees, in which it is listed as a

	<p>separate item. In the event that a teacher decides to use Evidence of Learning Binders after invoicing has been done a note will be sent home with the students.</p> <p>Fees are charged to parents on a cost recovery basis, in the amount of \$4.00, to cover the cost of the binder and sheet protectors used for the Evidence of Learning Portfolio.</p>
Revenue to collect:	
Items/Services to be purchased:	Binders and page protectors used to compile the student's Evidence of Learning Portfolio binder.
Surplus/Deficit Handling Plan:	There should be no surplus or deficit as fees are charged on a cost recovery basis. However, any surplus funds will be used for an end of the year party, and parents will be notified via an email or newsletter. Any deficit will be covered by funds in the general account and a Journal Entry transfer will be made to bring the account to zero.
Project name:	Gr. 1 Field Trip & Presentation
Person responsible:	Gr. 1 Team Teachers
Purpose and timelines:	<p>Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade One curriculum. In October, parents will be sent home a letter with the breakdown of the admission/presentation fees and bussing fees for each field trip/presentation. As a follow-up, at the end of October, parents are sent home an invoice with an itemized listing of all fees, in which it is listed as a separate item. The fee includes the following field trips and presentations:</p> <p>Fees charged to parents on a cost recovery basis in the amount of \$127.00, with a breakdown of the fees, which includes admission and bussing, as follows:</p>
Revenue to collect:	Teacher's Pet Our World Presentation - \$ Teacher's Pet Senses Presentation - \$ Christmas Woodworking Project - \$ Muttart Conservatory - \$ Soapstone Crosses Project - \$ Clay for Kids Project - \$ Lego Bricks Project - \$ Arabian Horse Farm Reading Program - \$ Father's Day Project - \$ Valley Zoo - \$
Items/Services to be purchased:	Field trip admission fees, in class presentation fees, and bussing required for these events.
Surplus/Deficit Handling Plan:	Any surplus funds will be transferred to the Grade 2 Field Trip and Presentation account to subsidize their next year's field trip expenses. Any Deficit will be covered by transferring funds from our General Account.
Project name:	Gr. 2 Evidence of Learning
Person responsible:	Gr. 2 Team Teachers
Purpose and timelines:	<p>Fees are charged to parents of teachers using a curriculum related Evidence of Learning Binder, which provides students a place to showcase their learning and growth and to communicate student progress with parents. Parents are sent home an invoice with an itemized listing of fees, in which it is listed as a separate item. In the event that a teacher decides to use Evidence of Learning Binders after invoicing has been done a note will be sent home with the students.</p> <p>Fees are charged to parents on a cost recovery basis, in the amount of \$4.00, to cover the cost of the binder and sheet protectors used for the Evidence of Learning Portfolio.</p>
Revenue to collect:	
Items/Services to be purchased:	Binders and page protectors used to compile the student's Evidence of Learning Portfolio binder.
Surplus/Deficit Handling Plan:	There should be no surplus or deficit as fees are charged on a cost recovery basis. However, any surplus funds will be used for an end of the year party, and parents will be notified via an email or newsletter. Any deficit will be covered

by funds in the general account and a Journal Entry transfer will be made to bring the account to zero.

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Project name:	Gr. 2 Field Trip & Presentation
Person responsible:	Gr. 2 Team Teachers
Purpose and timelines:	Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade Two curriculum. In October, parents will be sent home a letter with the breakdown of the admission/presentation fees and bussing fees for each field trip/presentation. As a follow-up, at the end of October, parents are sent home an invoice with an itemized listing of all fees, in which it is listed as a separate item. The fee includes the following field trips and presentations:
Revenue to collect:	Fees charged to parents on a cost recovery basis in the amount of \$103.00, with a breakdown of the fees, which includes admission and bussing, as follows: Prairie Gardens - \$ Teacher's Pet Inuit Presentation - \$ Teacher's Pet Liquids Presentation - \$ Teacher's Pet Acadia Presentation - \$ Teacher's Pet Boats Presentation - \$ Teacher's Pet Magnets Presentation - \$ Teacher's Pet Bugs Presentation - \$ Edmonton Symphony - \$
Items/Services to be purchased:	Field trip admission fees, in class presentation fees, and bussing required for these events.
Surplus/Deficit Handling Plan:	Any surplus funds will be transferred to the Grade 3 Field Trip and Presentation account to subsidize their next year's field trip expenses. Any Deficit will be covered by transferring funds from our General Account.

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Project name:	Gr. 3 Evidence of Learning
Person responsible:	Gr. 3 Team Teachers
Purpose and timelines:	Fees are charged to parents of teachers using a curriculum related Evidence of Learning Binder, which provides students a place to showcase their learning and growth and to communicate student progress with parents. Parents are sent home an invoice with an itemized listing of fees, in which it is listed as a separate item. In the event that a teacher decides to use Evidence of Learning Binders after invoicing has been done a note will be sent home with the students.
Revenue to collect:	Fees are charged to parents on a cost recovery basis, in the amount of \$4.00, to cover the cost of the binder and sheet protectors used for the Evidence of Learning Portfolio.
Items/Services to be purchased:	Binders and page protectors used to compile the student's Evidence of Learning Portfolio binder.
Surplus/Deficit Handling Plan:	There should be no surplus or deficit as fees are charged on a cost recovery basis. However, any surplus funds will be used for an end of the year party, and parents will be notified via an email or newsletter. Any deficit will be covered by funds in the general account and a Journal Entry transfer will be made to bring the account to zero.

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Project name:	Gr. 3 Field Trip & Presentation
Person responsible:	Gr. 3 Team Teachers
Purpose and timelines:	Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade One curriculum. In October, parents will be sent home a letter with the breakdown of the admission/presentation fees and bussing fees for each field trip/presentation. As a follow-up, at the end of October, parents are sent home an invoice with an itemized listing of all fees, in which it is listed as a separate item. The fee includes the following field trips and presentations:

Revenue to collect:	Fees charged to parents on a cost recovery basis in the amount of \$75.00, with a breakdown of the fees, which includes admission and bussing, as follows: Teacher's Pet Communities in Our World Presentation - \$ Lego Bridges Presentation - \$ Christmas Craft - \$ Teacher's Pet Hearing & Sound Presentation - \$ Peruvian Masks Presentation - \$ Teacher's Pet Living Things Presentation - \$ Mother's Day & Father's Day Projects - \$ Sherwood Park Bowl - \$ Credit for miscalculation - \$
Items/Services to be purchased:	Field trip admission fees, in class presentation fees, and bussing required for these events.
Surplus/Deficit Handling Plan:	Any surplus funds will be transferred to the Grade 4 Field Trip and Presentation account to subsidize their next year's field trip expenses. Any Deficit will be covered by transferring funds from our General Account.
Project name:	Gr. 3 Recreational Swimming
Person responsible:	Gr. 3 Team Teachers
Purpose and timelines:	Fees are charged in order for students to participate in recreational swimming. In October, parents will be sent home a letter with the breakdown of the lifeguarding fees and bussing fees for each recreational swimming date. As a follow-up, at the end of October, parents are sent home an invoice with an itemized listing of all fees, in which it is listed as a separate item.
Revenue to collect:	Fees charged to parents on a cost recovery basis in the amount of \$14.00, with a breakdown of the fees, which include admission and bussing, as follows: October 28 - \$ December 16 - \$ January 30 - \$ March 23 - \$ June 28 - \$
Items/Services to be purchased:	Pool rental, lifeguarding fees and transportation costs.
Surplus/Deficit Handling Plan:	Remaining funds will be transferred to the Gr. 4 Recreational Swimming account to subsidize the next year's expenses.
Project name:	Gr. 4 Field Trip & Presentation
Person responsible:	Gr. 4 Team Teachers
Purpose and timelines:	Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade One curriculum. In October, parents will be sent home a letter with the breakdown of the admission/presentation fees and bussing fees for each field trip/presentation. As a follow-up, at the end of October, parents are sent home an invoice with an itemized listing of all fees, in which it is listed as a separate item. The fee includes the following field trips and presentations:
Revenue to collect:	Fees charged to parents on a cost recovery basis in the amount of \$66.75, with a breakdown of the fees, which includes admission and bussing, as follows: Hands on Science Wheels & Levers Presentation - \$ OLA School Musical Performance - \$ Teacher's Pet Alberta: A Sense of the Land Presentation - \$ Edmonton Symphony - \$ Waste Management Centre - \$ Hands on Science Light & Shadows Presentation - \$ Millennium Place - \$
Items/Services to be purchased:	Field trip admission fees, in class presentation fees, and bussing required for these events.
Surplus/Deficit Handling Plan:	Any surplus funds will be transferred to the Grade 5 Field Trip account at OLA School to subsidize their next year's field trips. Any Deficit will be covered by transferring funds from our General Account.
Project name:	Gr. 4 Recreational Swimming
Person responsible:	Grade 4 Team Teachers
Purpose and	Fees are charged in order for students to participate in recreational swimming.

timelines:	In October, parents will be sent home a letter with the breakdown of the lifeguarding fees and bussing fees for each recreational swimming date. As a follow-up, at the end of October, parents are sent home an invoice with an itemized listing of all fees, in which it is listed as a separate item.
Revenue to collect:	Fees charged to parents on a cost recovery basis in the amount of \$4.50, with a breakdown of the fees, which includes admission and bussing, as follows: November 10 - \$ March 23 - \$
Items/Services to be purchased:	Pool rental, lifeguarding fees and transportation costs.
Surplus/Deficit Handling Plan:	Remaining funds will be transferred to the Gr. 5 Field Trip account at OLA School to subsidize the cost of their next year's field trips.
Project name:	Health and Wellness
Person responsible:	St. John XXIII School PC
Purpose and timelines:	Funds are raised through fundraising projects/events including, but not limited to, Halloween family dance, spring dance, poinsettia sales, spell-a-thon, strawberry basket sales, bottle drive and Mable's Labels, in order to support various programs in St. John XXIII School during that year. It will be communicated to the parents by letters being sent home through the school advising them of the fundraiser and the intended use of the revenue.
Revenue to collect:	Sale proceeds from the fundraising projects/events and money collected from the donation of bottles from parents to the bottle drive.
Items/Services to be purchased:	All funds allocated to Health and Wellness will be used to support projects that enhance the physical health and well being of the students, including, but not limited to the apple program, milk program, hot lunches, skill building activities and special presentations on Health and Wellness.
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will remain in that account for expenses in future years or to make a lump sum payment to offset any shortfalls experienced throughout the year.
Project name:	Hot Lunch Program
Person responsible:	St. John XXIII School PC
Purpose and timelines:	Funds are raised through the sale of pre-ordered on-line hot lunches, which provide every student in Gr. 1-4 the opportunity to have a specialty hot lunch in St. John XXIII School during that year. It will be communicated to the parents by letters being sent home through the school advising them of the sign-up procedures as well as through e-mails.
Revenue to collect:	Revenue is collected from the Hot Lunch orders submitted by parents online through the St. John XXIII School Hot Lunch Program.
Items/Services to be purchased:	"All funds allocated to Community Relations will be used to support special student, staff and family projects including, but not limited to Gr. 4 banner, Gr. 1-4 yearbook, staff appreciation and retirements, classroom supplies, Welcome Back breakfast and memorials. All funds allocated to Community Relations will be used to support special student, staff and family projects including, but not limited to Gr. 4 banner, Gr. 1-4 yearbook, staff appreciation and retirements, classroom supplies, Welcome Back breakfast and memorials. All proceeds from the Hot Lunch Program will be used to support fine arts presentations, the school music program, religious enhancement projects, bussing expenses and field trip fees of students from families experiencing financial hardship."
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will remain in that account for expenses in future years or to make a lump sum payment to offset any shortfalls experienced throughout the year.

Project name:	Jump Rope for Heart
Person responsible:	Morin, Lisa
Purpose and timelines:	This is a fundraiser for Heart & Stroke Foundation. A note with an attached pledge sheet for collection of donations is sent home to parents.
Revenue to collect:	Donations collected by students.
Items/Services to be purchased:	Donations are sent to Heart & Stroke Foundation and in return a small percentage is returned to the school for Phys Ed Equipment.
Surplus/Deficit Handling Plan:	No surplus or deficit at the end of the project, as all funds collected are forwarded to the Heart & Stroke Foundation.
Project name:	Kanga Pouches
Person responsible:	Wilson, Jeannette
Purpose and timelines:	Kanga Pouches are used by students to take home notes, agendas, reading books, etc. This will ensure materials are protected to and from school, especially from water bottles and lunches. Parents are sent home a supply list for the upcoming year which includes the request of a Kanga Pouch and the cost. Parents have the option of whether or not to purchase one for their child. If they would like to purchase one, they are available at the office.
Revenue to collect:	Fees charged to parents in the amount of \$8.50 each in September, as they were pre-ordered at the old price. Fees charged to parents in October will be in the amount of \$9.50 as the reorder price is accordingly to new pricing for this year.
Items/Services to be purchased:	Kanga Pouches
Surplus/Deficit Handling Plan:	There should be no surplus or deficit as fees are charged on a cost recovery basis. However, any surplus funds will be used to purchase more Kanga Pouches. Any deficit will be covered by funds in the general account and a Journal Entry transfer will be made to bring the account to zero.
Project name:	Library
Person responsible:	Buban, May-Lee
Purpose and timelines:	Book Fair and Lost or Damaged Library Material Fines Students are send home with a flyer advertising the Book Fair and it is also advertised to parents in the weekly newsletter. Lost or Damaged Library Fines are invoiced out to parents and a statement is sent home with the student.
Revenue to collect:	Funds are collected during our annual Book Fair for books purchased, and funds are collected from staff and students for damaged or lost library materials.
Items/Services to be purchased:	Revenue collected during the Book Fair goes directly to the book vendor to cover their inventory costs. In return, we receive credit towards new resources for our library and classrooms. Funds collected for lost or damaged library materials goes directly to purchasing replacement materials.
Surplus/Deficit Handling Plan:	In the event of a surplus, library books will be purchased.
Project name:	Library Bags
Person responsible:	Buban, May-Lee
Purpose and timelines:	Each child will receive, at the start of the school year, a protective plastic bag for their library book loans. This will ensure library materials are protected to and from school, especially from water bottles and lunches. Parents are sent home an invoice with an itemized listing of fees, in which they are listed as a separate item.
Revenue to collect:	Fee to be charged to parents on a cost recovery basis in the amount of \$1.00 per



	student.
Items/Services to be purchased:	Protective plastic bags.
Surplus/Deficit Handling Plan:	There should be no surplus or deficit as fees are charged on a cost recovery basis. However, any surplus funds will be used to purchase library bags for the following school year. Any deficit will be covered by funds in the general account and a Journal Entry transfer will be made to bring the account to zero.
Project name:	Literacy and Library
Person responsible:	St. John XXIII School PC
Purpose and timelines:	Funds are raised through fundraising projects/events including, but not limited to, Halloween family dance, spring dance, poinsettia sales, spell-a-thon, strawberry basket sales, bottle drive and Mable's Labels, in order to support various programs in St. John XXIII School during that year. It will be communicated to the parents by letters being sent home through the school advising them of the fundraiser and the intended use of the revenue.
Revenue to collect:	Sale proceeds from the fundraising projects/events and money collected from the donation of bottles from parents to the bottle drive.
Items/Services to be purchased:	All funds allocated to Literacy and Library will be used to support literacy projects and the purchase of new library books and/or supplies.
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will remain in that account for expenses in future years or to make a lump sum payment to offset any shortfalls experienced throughout the year.
Project name:	Lunch Program
Person responsible:	Wilson, Jeannette
Purpose and timelines:	The Ft. Saskatchewan Food Gatherers provide funds to pay for lunches and snacks for students who are in need.
Revenue to collect:	It was a donation by the Ft. Saskatchewan Food Gatherers and we submit a bill to them each year to reimburse the account with monies spent.
Items/Services to be purchased:	Healthy snacks
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will remain in this account for the next year.
Project name:	Milk Program
Person responsible:	St. John XXIII School PC
Purpose and timelines:	Funds are raised through the sale of pre-ordered milk, which provides every student in Gr. 1-4 the opportunity to have milk with their lunch on Mondays, Wednesdays and Fridays, in St. John XXIII School during the entire school year. It will be communicated to the parents by letters, containing program information and order form, being sent home through the school with the students.
Revenue to collect:	Revenue is collected from the milk orders submitted by parents in the amount of \$70.00 for 1 child/family, \$135.00 for 2 children/family, \$200.00 for 3 children/family or \$265.00 for 4 children/family.
Items/Services to be purchased:	Moo Club Reward prizes will be purchased for students from the proceeds of the Milk Program. All excess proceeds will be used to support fine arts presentations, the school music program, religious enhancement projects, bussing expenses and field trip fees of students from families experiencing financial hardship.
Surplus/Deficit	Remaining funds at the end of the year will remain in that account for expenses

Handling Plan:	in future years or to make a lump sum payment to offset any shortfalls experienced throughout the year.
Project name:	Noon Hour Supervision
Person responsible:	Wilson, Jeannette
Purpose and timelines:	Fees are required to be charged to parents to pay for Noon Hour Supervision of their children over the lunch hour. Parents are sent home an invoice with an itemized listing of fees, in which it is listed as a separate item.
Revenue to collect:	Fees charged to parents in the amount of \$55.00 per student.
Items/Services to be purchased:	Salaries for Noon Hour Supervisors
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will be carried over to the next year to minimize/subsidize the rising cost to parents for the next year.
Project name:	Out Door Learning Commons
Person responsible:	Corrigan, Paul
Purpose and timelines:	An application is completed and submitted with a list of items that would be purchased with the funds. A grant has been procured from TD Friends of the Environment Foundation TDFEF. All items should be purchased by Oct. 2015.
Revenue to collect:	Funds received are a grant from TDFEF for \$3600.00
Items/Services to be purchased:	A list is submitted with the grant application and the funds must be used to purchase those items - eg. Picnic Tables, Plants, Soil, Wood. Etc.
Surplus/Deficit Handling Plan:	TDFEF is provided with a copy of invoices for the items purchased.
Project name:	Pre-K Field Trips and Presentations
Person responsible:	Dexter, Susan
Purpose and timelines:	Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Pre-Kindergarten programming. Parents will be sent home a letter with the breakdown of the admission/presentation fees for each field trip/presentation. As a follow-up, at the end of each month, parents will be sent home an invoice with an itemized listing of all fees, in which each field trip/presentation is listed as a separate item, if fees are outstanding. Please note that parents are responsible for the transportation of their child to and from these field trips and presentations held on Wednesday, as the Pre-K program does not make those arrangements.
Revenue to collect:	Fees charged to parents are on a cost recovery basis in the amount of a maximum of \$10.00 per event, with a breakdown of the fees, which includes admission and bussing, as follows: Hands on Science - Dinosaur presentation fee - \$10.00 per student
Items/Services to be purchased:	Field trip admission fees and in class presentation fees required for these events.
Surplus/Deficit Handling Plan:	Any surplus funds will be used to subsidize future field trips and presentation. If there are surplus funds remaining at the end of the school year, in the amount of less than \$2.00 per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 3 foster children. Any Surplus funds in the amount of more than \$2.00 per student will be reimbursed to the student by way of a credit to your fees account in PowerSchool. Any Deficit will be covered by transferring funds from our General Account.
Project name:	Recorders

Person responsible:	Cyca, Nicole
Purpose and timelines:	Fees will be charged to parents for children ordering a recorder through the school, which is used to support the Gr. 3 and Gr. 4 music curriculum. Parents have the choice of purchasing a recorder for their child on their own or ordering one through the school. A note will be sent home advising them of the fee.
Revenue to collect:	Recorder costs in the amount of \$7.50 are charged to parents who are ordering a recorder for their child through the school.
Items/Services to be purchased:	Recorders for Gr. 3 & 4 students who ordered
Surplus/Deficit Handling Plan:	Parents are charged the exact cost of the recorder. There will not be a surplus or deficit at the end of the project.
Project name:	Social Justice Projects
Person responsible:	Wilson, Jeannette
Purpose and timelines:	Our school, will participate in various social justice activities such as but not limited to, supporting sponsor children and working with refugee programs. A note is sent home in students' agendas advising parents of each of the fundraising events.
Revenue to collect:	Special fundraising activities put on by the students and staff- eg. Bake sales, candy grams, silver collection at ECS Christmas party, VIP Parking and Christmas Concert Seats Raffle
Items/Services to be purchased:	All funds will be donated to Our Lady of the Angels Parish for the refugee family.
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will remain in that account to sponsor expenses for the family in future years or to make a lump sum payment to purchase a special item.
Project name:	Student Leadership
Person responsible:	Corrigan, Paul
Purpose and timelines:	Project is to create leadership capacity in students, while supporting the goals and community spirit of the school. Funds are provided from fundraising projects that are advertised in our school weekly newsletter as well as by notes going home with students.
Revenue to collect:	Special fundraising activities put on by the students of the Leadership group, in the current school year, as well as excess funds raised in the previous school year from their fundraising projects.
Items/Services to be purchased:	Funds will be used to include but not limited to the purchase of clothing for the Leadership group members, fees for retreats and various celebration expenses.
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will remain in that account to be used as a start-up fund for the program in the next school year.
Project name:	Student Planner
Person responsible:	Wilson, Jeannette
Purpose and timelines:	Student Planners are required for each Gr. 1-4 student which are to be used for communicating between the teacher and parents. Parents are sent home an invoice with an itemized listing of fees, in which it is listed as a separate item.
Revenue to collect:	Fees charged to parents in the amount of \$6.50.
Items/Services to be purchased:	Student Planners
Surplus/Deficit Handling Plan:	There should be no surplus or deficit as fees are charged on a cost recovery basis. However, any surplus funds will be transferred into our General Account.

Any deficit will be covered by funds in the general account and a Journal Entry transfer will be made to bring the account to zero.

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Project name:	Technology
Person responsible:	St. John XXIII School PC
Purpose and timelines:	An application is completed and submitted with a list of items that would be purchased with the funds. Funds are also raised through fundraising projects/events including, but not limited to, Halloween family dance, spring dance, poinsettia sales, spell-a-thon, strawberry basket sales, bottle drive and Mable's Labels, in order to support various programs in St. John XXIII School during that year. It will be communicated to the parents by letters being sent home through the school advising them of the fundraiser and the intended use of the revenue.
Revenue to collect:	Monies received through grants as well as the sale proceeds from the fundraising projects/events and money collected from the donation of bottles from parents to the bottle drive.
Items/Services to be purchased:	A list is submitted with the grant application and the funds must be used to purchase those specified items. Any other funds allocated to Technology will be used to purchase new technology items, including, but not limited to the Projector Sound System for the gym.
Surplus/Deficit Handling Plan:	Any remaining funds from additional allocations at the end of the year will remain in that account for expenses in future years or to make a lump sum payment to offset any shortfalls experienced throughout the year.

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Project name:	Terry Fox
Person responsible:	Wilson, Jeannette
Purpose and timelines:	Fundraiser for The Terry Fox Foundation in which a note is sent home with each student with an attached donation sheet.
Revenue to collect:	Donations collected by students.
Items/Services to be purchased:	All donations are sent to The Terry Fox Foundation.
Surplus/Deficit Handling Plan:	No surplus or deficit at the end of the project, as all funds collected are forwarded to The Terry Fox Foundation.