

Project Plan Summary



St. John XXIII Catholic School

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Principal: Bonnie-Lynne Boehm

Project name:	Classroom Supplies
Person responsible:	Wilson, Jeannette
Purpose and timelines:	In prior years, Classroom Supplies, in addition to the supply lists for each grade, required by the teacher to be used in the classroom, were purchased and the cost was charged to the parents. All supplied are now purchased by the school and there is no fee charged to the parents this year. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.
Revenue to collect:	In prior years, fees were charged to parents. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.
Items/Services to be purchased:	Consumables and replenishment of concrete materials that support curriculum in the classroom, such as white board markers, dual-pocket folders, exercise books, oil pastels, water colour paints, coloured chalk, for each individual student to use and keep.
Surplus/Deficit Handling Plan:	Any fees collected for the Classroom Supplies will be transferred to the School Budget General Supplies Account by Journal Entry in August.

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.

Project name:	Consumable Workbooks
Person responsible:	Wilson, Jeannette
Purpose and timelines:	In prior years, this fee was charged for Consumable Workbooks that were required materials for students' in which they were able to write in. There is no fee charged to the parents this year. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.

Revenue to collect: In prior years, parents were charged a Consumable Workbooks fee. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.

Items/Services to be purchased: Phonics workbooks, Language Arts photocopied booklets, Math photocopied booklets

Surplus/Deficit Handling Plan: Any fees collected for the Consumable Workbooks will be transferred to the School Budget General Supplies Account by Journal Entry in August.

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.

Project name: ECS Cooking Fees

Person responsible: ECS Team Teachers

Purpose and timelines: In prior years, the purpose of the Cooking Program was 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 was often related to the classroom theme or focus of the month. This was communicated to parents through classroom newsletters. Cooking was done throughout the year on a monthly basis. There is no fee charged to the parents this year. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.

Revenue to collect: In prior years, parents were charged an ECS Cooking Fee in the amount of \$8.00 per student. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.

Items/Services to be purchased: Supplies and ingredients that will be used by the children to create their monthly cooking projects. Funds may also have been used for items needed for eating such as plates, cups, and napkins.

Surplus/Deficit Handling Plan: Any fees collected for the ECS Cooking Program will be transferred to the School Budget General Supplies Account by Journal Entry in August.

Project name: ECS Evidence of Learning

Person responsible: ECS Team Teachers

Purpose and timelines: Evidence of Learning is done throughout the school year and is constant. Students and teachers collect evidence of learning throughout the year through photographs and student work to understand how the student is doing and what they need to do next. What is the student able to do? What does the student

know? There is no fee charged to the parents this year. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.

Revenue to collect: In prior years, parents were charged an ECS Evidence of Learning fee. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.

Items/Services to be purchased: photographs, stationary, page protectors, color printing

Surplus/Deficit Handling Plan: Purchase of books for the classroom.

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 November, 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 November, 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: Telus World of Science Field Trip T-Pet "I am Unique" Presentation Muttart Conservatory Field Trip T-Pet "Number Farm" Presentation Safety City Field Trip Mother's Day Project Father's Day Project Edmonton Valley Zoo Field Trip

Revenue to collect: Fees charged to parents on a cost recovery basis in the amount of \$98.50, with a breakdown of the fees, which includes admission and bussing, as follows: Telus World of Science Field Trip - \$21.25 T-Pet "I am Unique" Presentation - \$13.50 Muttart Conservatory Field Trip - \$11.90 T-Pet "Number Farm" Presentation - \$13.50 Safety City Field Trip - \$13.35 Mother's Day Project - \$5.00 Father's Day Project - \$5.00 Edmonton Valley Zoo Field Trip - \$15.00

Items/Services to be purchased: Field trip admission fees, in class presentation fees, and bussing required for these events.

Surplus/Deficit Handling Plan: If there are surplus funds remaining at the end of the school year, in the amount of \$2.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 2 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: 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: In prior years, this was a fee charged for consumables and replenishment of art materials for extra and specialized projects in the classroom, throughout the school year. There is no fee charged to the parents this year. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.
 Revenue to collect: In prior years, parents were charged an Enhanced Art Supply fee in the amount of \$5.00. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.
 Items/Services to be purchased: Consumables art materials that support curricular related special projects in the classroom.
 Surplus/Deficit Handling Plan: Any fees collected for the Enhanced Art Supplies will be transferred to the School Budget General Supplies Account by Journal Entry in August.

Project name: Foster Children Sponsorship
 Person responsible: Wilson, Jeannette
 Purpose and timelines: Our school sponsors 2 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, ticket sales for Christmas Concert seats and parking spot.
 Items/Services to be purchased: Yearly sponsorship for 2 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 2 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 Field Trip & Presentation

Person responsible: Gr. 1 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 November, 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 November, 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: Christmas Clay for Kids Project Lego "Colour Building Fun" Presentation Ft. Saskatchewan Downtown Walk River's Edge Wilderness Walk Edmonton Valley Zoo Field Trip

Revenue to collect:

Fees charged to parents on a cost recovery basis in the amount of \$28.25, with a breakdown of the fees, which includes admission and bussing, as follows: Christmas Clay for Kids Project - \$13.00 Lego "Colour Building Fun" Presentation - \$10.50 Ft. Saskatchewan Downtown Walk - \$2.00 River's Edge Wilderness Walk - \$2.00 Edmonton Valley Zoo Field Trip - \$14.00 Credit - (\$13.25)

Items/Services to be purchased:

Field trip admission fees, in class presentation fees, and bussing required for these events.

Surplus/Deficit Handling Plan:

If there are surplus funds remaining at the end of the school year, in the amount of \$2.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 2 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: 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 November, 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 November, 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: T-Pet Bugs Presentation T-Pet Boats & Buoyancy Presentation T-Pet Exploring Liquids Presentation T-Pet Magnetism Presentation T-Pet A Community in the Past Presentation Edmonton Symphony Field Trip Ukrainian Village Field Trip

Revenue to collect:

Fees charged to parents on a cost recovery basis in the amount of \$97.00, with a breakdown of the fees, which includes admission and bussing, as follows: T-Pet Bugs Presentation - \$14.25 T-Pet Boats & Buoyancy Presentation - \$14.25 T-Pet Exploring Liquids Presentation - \$11.75 T-Pet Magnetism Presentation - \$14.25 T-Pet A Community in the Past Presentation - \$13.75 Edmonton Symphony Field Trip - \$12.25 Ukrainian Village Field Trip - \$16.50

Items/Services to be purchased:

Field trip admission fees, in class presentation fees, and bussing required for these events.

Surplus/Deficit Handling Plan:

If there are surplus funds remaining at the end of the school year, in the amount of \$2.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 2 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: Gr. 3 Field Trip & Presentation

Person responsible: Gr. 3 Team Teachers

Purpose and timeliness: 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 Three curriculum. In November, 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 November, 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: Ukrainian Village Field Trip Lego Bridges Presentation T-Pet Communities in Our World Presentation T-Pet Hearing & Sound Presentation Peruvian Masks Presentation T-Pet Life Cycles Presentation Mother's Day & Father's Day Projects Kinsmen Pool Rec Swim/Park

Revenue to collect: Fees charged to parents on a cost recovery basis in the amount of \$112.25, with a breakdown of the fees, which includes admission and bussing, as follows: Ukrainian Village Field Trip - \$15.75 Lego Bridges Presentation - \$12.25 T-Pet Communities in Our World Presentation - \$13.50 T-Pet Hearing & Sound Presentation - \$13.50 Peruvian Masks Presentation - \$10.25 T-Pet Life Cycles Presentation - \$13.50 Mother's Day & Father's Day Projects - \$10.00 Kinsmen Pool Rec Swim/Park - \$9.50

Items/Services to be purchased: Field trip admission fees, in class presentation fees, and bussing required for these events.

Surplus/Deficit Handling Plan: If there are surplus funds remaining at the end of the school year, in the amount of \$2.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 2 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: Gr. 3 Recreational Swimming

Person responsible: Gr. 3 Team Teachers

Purpose and timeliness: Fees are charged in order for students to participate in recreational swimming. In November, 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 November, 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: November 9 - \$2.80 February 14 - \$2.80 March 19 - \$2.80 May 31- \$2.80 June 14 - \$2.80

Items/Services to be purchased: Pool rental, lifeguarding fees and transportation costs.

Surplus/Deficit Handling Plan: If there are surplus funds remaining at the end of the school year, in the amount of \$2.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 2 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:	Gr. 4 Field Trip & Presentation
Person responsible:	Gr. 4 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 Four curriculum. In November, 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 November, 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: Salto Gymnastics Field Trip JPII School Musical Theatre Performance Field Trip Edmonton Symphony Field Trip Bennett Centre (Vehicles & Devices) Field Trip Waste Management Centre T-Pet Aboriginal Presentation Royal Alberta Museum Field Trip Millennium Place Field Trip Sunridge Ski Trip Recreational Skating</p>
Revenue to collect:	<p>Fees charged to parents on a cost recovery basis in the amount of \$58.50, with a breakdown of the fees, which includes admission and bussing, as follows: Salto Gymnastics Field Trip - \$11.25 JPII School Musical Theatre Performance Field Trip - \$5.00 Edmonton Symphony Field Trip - \$11.75 Bennett Centre (Vehicles & Devices) Field Trip - \$22.60 Waste Management Centre - \$12.50 T-Pet Aboriginal Presentation - \$14.50 Royal Alberta Museum Field Trip - \$15.25 Millennium Place Field Trip - \$11.00 Sunridge Ski Trip - approximately \$50.00 (to be charged in January) Recreational Skating - no charge</p>
Items/Services to be purchased:	<p>Field trip admission fees, in class presentation fees, and bussing required for these events.</p>
Surplus/Deficit Handling Plan:	<p>If there are surplus funds remaining at the end of the school year, in the amount of \$2.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 2 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.</p>

Project name:	Gr. 4 Recreational Swimming
Person responsible:	Grade 4 Team Teachers
Purpose and timelines:	<p>Fees are charged in order for students to participate in recreational swimming. In November, 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 November, parents are sent home an invoice with an itemized listing of all fees, in which it is listed as a separate item.</p>
Revenue to collect:	<p>Fees charged to parents on a cost recovery basis in the amount of \$6.00, with a breakdown of the fees, which includes admission and bussing, as follows: November 8 - \$3.00 March 21 - \$3.00</p>
Items/Services to be purchased:	<p>Pool rental, lifeguarding fees and transportation costs.</p>
Surplus/Deficit Handling Plan:	<p>If there are surplus funds remaining at the end of the school year, in the amount of \$2.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 2 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.</p>

Project name: Headphones General
Person responsible: Wilson, Jeannette
Purpose and timelines: Headphones are required for each Gr. 1-4 student be used in class with listening centres and computes.
Revenue to collect: In prior years, parents were charged a Headphones fee in the amount of \$2.25. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.
Items/Services to be purchased: Headphones
Surplus/Deficit Handling Plan: Any fees collected for the Headphones will be transferred to the School Budget General Supplies Account by Journal Entry in August.

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:	Any surplus will be from the donation rebate and will be used towards Physical Education equipment.
Project name:	Kanga Pouches
Person responsible:	Wilson, Jeannette
Purpose and timelines:	A note will be sent home in the student's agenda advising the parent that they have the option to purchase a replacement kanga pouch and of the cost. 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. Each new student is provided a kanga pouch at the beginning of the school year or upon their first day attending our school. For returning students, 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 \$10.00 each to students that are replacing their kanga pouch and the cost is calculated on a cost recovery basis.
Items/Services to be purchased:	Kanga Pouches
Surplus/Deficit Handling Plan:	Any fees paid for the replacement of a student's kanga pouch will be transferred to the School Budget General Supplies Account by Journal Entry in August in order to apply the fees paid toward the expense account they were incurred in.
Project name:	Library
Person responsible:	Wagner, Susan
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. 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.
Items/Services to be purchased:	
Surplus/Deficit Handling Plan:	In the event of a surplus, library books will be purchased.
Project name:	Library Bags
Person responsible:	
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. For this year, we are using up the supply we have on hand. There is no fee charged to the parents this year. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.

Revenue to collect: In the past, the fee charged to parents was on a cost recovery basis in the amount of \$1.00 per student. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.

Items/Services to be purchased: Protective plastic bags.

Surplus/Deficit Handling Plan: Any fees collected for the library bags will be transferred to the School Budget General Supplies Account by Journal Entry in August in order to apply the fees paid toward the expense account they were incurred in.

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 ECS - Gr. 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 a letter, containing program information being sent home through the school with the students, and an online order form through their PowerSchool Parent Portal Account.

Revenue to collect: Revenue is collected from the milk orders submitted by parents in the amount of \$63.00 per child in Gr. 1-4, \$53.00 per child in ECS-Mon/Wed class and \$8.00 per child in ECS-Tues/Thurs with a \$3.00 credit for 2 children/family (not including ECS), \$12.00 credit for 3 children/family (not including ECS) or \$17.00 credit for 4 children/family (not including ECS). The credit will be applied to one student's account in their PowerSchool Parent Portal.

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
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: My Writing Book

Person responsible: Wilson, Jeannette

Purpose and
timelines: My Writing Books are required for each Gr. 1 & 2 student be used in their language arts program.

Revenue to collect: In prior years, parents were charged an Enhanced Art Supply fee in the amount of \$2.00. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.

Items/Services to
be purchased: "My Writing Books" books

Surplus/Deficit
Handling Plan: Any fees collected for the Enhanced Art Supplies will be transferred to the School Budget General Supplies Account by Journal Entry in August.

Project name: Noon Hour Supervision

Person responsible: Wilson, Jeannette

Purpose and
timelines: In prior years, fees were required to be charged to parents to pay for Noon Hour Supervision of their children over the lunch hour. There is no fee charged to the parents this year. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.

Revenue to collect: In prior years, fees were charged to parents in the amount of \$55.00 per student. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.

Items/Services to
be purchased: Salaries for Noon Hour Supervisors

Surplus/Deficit
Handling Plan: Any fees collected for Noon Hour Supervision will be transferred to the School Budget General Supplies Account by Journal Entry in August.

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, to begin in January 2019. The field trips and presentations will be listed below as they are arranged :

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: Student Leadership

Person responsible: Boehm, Bonnie-Lynne

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: A note will be sent home with the student advising the parent that, if needed, they have the option to purchase a replacement Student Planner and of the cost. Student Planners are required for each Gr. 1-4 student which are to be used for communicating between the teacher and parents. The cost is calculated on a cost recovery basis.

Revenue to collect: Fees charged to parents in the amount of \$6.50 each to students that are replacing their Student Planner as each student is given one at the beginning of the school year. The cost is calculated on a cost recovery basis.

Items/Services to be purchased: Student Planners

Surplus/Deficit Handling Plan: Any fees paid for the replacement of a student's Student Planner will be transferred to the School Budget General Supplies Account by Journal Entry in August in order to apply the fees paid toward the expense account they were incurred in.

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

timelines:	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.