Project Plan Summary

Madonna Catholic School
15 Main Boulevard
Sherwood Park, AB
T8A 3N3
Phone: 780-467-7972
Fax: 780-449-1035
Principal: Arlene Littlemore

Project name:	1K Recycle Fund
Person responsible:	Kuchmak, Cheryl
Purpose and timelines:	Project was discussed at Meet the Teacher Night & information is provided in classroom newsletters
Revenue to collect:	Juice boxes, water bottles, milk carton are to be returned to bottle depot for refund.
Items/Services to be purchased:	Classroom consumable supplies (stickers, materials for classroom celebrations, rewards/birthday supplies)
Surplus/Deficit Handling Plan:	Extra funds will be spent on a year end activity

Project name:	Agenda
Person responsible:	Roberts, Lori
Purpose and timelines:	Agendas are purchased by the school and provided to students in Brighter Beginnings, grade 2 and grade 3. The purpose of the agenda is to provide a communication tool for parents and the school.
Revenue to collect:	Fee for cost of agenda is charged to students in ACORN.
Items/Services to be purchased:	The cost of the agenda including shipping.
Surplus/Deficit Handling Plan:	Used for students in need or deficit will be carried forward/absorbed by the school.

Project name:	Alien In Line Skating
Person responsible:	Littlemore, Arlene
Purpose and timelines:	A letter will be sent home to parents explaining the Alien In Line Skating Program and the fee required.
Revenue to collect:	PSC has been asked to support this project financially and any shortfall will be collected from students.
Items/Services to be purchased:	The costs of the facilitator and equipment for this week long learn to inline skate program.
Surplus/Deficit Handling Plan:	Remaining funds will be used towards another school wide activity for students.

Project name:	Apple Schools
Person responsible:	Hinger, Cathy
Purpose and timelines:	A letter was sent to the business community requesting donations to support healthy nutrition and physical activities at Madonna Catholic School i.e. Baseball Fundamentals or When Soccer Comes to School.
Revenue to collect:	Donations from businesses

Items/Services to be purchased:	Healthy foods and activites/equipment for all students at Madonna Catholic School.
Surplus/Deficit Handling Plan:	Carried forward to next year.

Project name:	Art/Special Project 1K
Person responsible:	Kuchmak, Cheryl
Purpose and timelines:	Parents will be notified weekly/monthly about classroom activities and special projects that will require art materials.
Revenue to collect:	A set one time fee is applied to the accounts of grade 1K students in ACORN in September which is estimated to cover the school year.
Items/Services to be purchased:	Items needed for special projects and everyday classroom materials (i.e. rewards, name tags, Mother's/Father's Day projects) will be purchased.
Surplus/Deficit Handling Plan:	Any surplus will go towards a year end party. Any deficit will be absorbed by the classroom teacher.

Project name:	Art/Special Project 1N
Person responsible:	Noel, kathy
Purpose and timelines:	Parents will be notified weekly/monthly about classroom activities and special projects that will require are materials.
Revenue to collect:	A set one time fee is applied to the accounts of grade 1N students in ACORN in September which is estimated to cover the school year.
Items/Services to be purchased:	Materials will be purchased for special projects and classroom materials (i.e. rewards, name tags, Mother's/Father's Day projects)/
Surplus/Deficit Handling Plan:	Any surplus will go towards a year end party and any deficit will be absorbed by the classroom teacher.

Project name:	Book Fair
Person responsible:	Roberts, Lori
Purpose and timelines:	The school website will inform parents of the Book Fair and it's purpose.
Revenue to collect:	The school receives a credit based on the total % of sales with the book fair company.
Items/Services to be purchased:	The credit will be used to purchase items for the Madonna Catholic School library.
Surplus/Deficit Handling Plan:	All credits are used to purchase books in that school year.

Project name:	Chalice Animal Project
Person responsible:	LaRose, Stephanie
Purpose and timelines:	Letter home
Revenue to collect:	Monetary donations
Items/Services to be purchased:	Animals for an under priviledged community to help with life's basic needs and sustaining a positive way of life as offered through the Chalice Animal Project.
Surplus/Deficit Handling Plan:	All money will be donated - shortfalls will be covered by school funds.

Project name:	Christmas Concert DVD
Person responsible:	Roberts, Lori
Purpose and	The opportunity to purchase a Christmas Concert DVD is communicated on the

timelines:	Madonna School Website as well as the SMORE Dec 11th - 18th - which is emailed to parents and posted on the school website under newsletters.
Revenue to collect:	A $10.00 fee will be collected from those wishing to purchase the DVD of the concert.
Items/Services to be purchased:	The videographers services for the videoing, editing and production of DVD's for sale.
Surplus/Deficit Handling Plan:	A deficit will be covered by the school and a surplus will be used towards student events or students in need.

Project name:	Coca Cola Bottling Commission
Person responsible:	Roberts, Lori
Purpose and timelines:	A commission cheque is received from Coca Cola based on sales through water/juice machine.
Revenue to collect:	A commission cheque will be sent to Madonna Catholic School by Coca Cola.
Items/Services to be purchased:	Funds will be used to supplement student costs for field trips, art supplies and school supplies as required.
Surplus/Deficit Handling Plan:	Any balance would be carried forward to be used for students next year.

Project name:	Donation - Discretionary
Person responsible:	Roberts, Lori
Purpose and timelines:	Parents are offered the option to donate to students in need through field trip/event information letters sent home with students throughout the school year. The donated funds received are applied to field trip and school event fees for students of families experiencing financial difficulties.
Revenue to collect:	Donations are received from parents.
Items/Services to be purchased:	Will be applied to field trip/school events costs as needed by students throughout the school year.
Surplus/Deficit Handling Plan:	Any balance will be carried forward to the next school year.

Project name:	Earth Club Fundraiser for Polar Bears (WWF)
Person responsible:	Nay, Laurel
Purpose and timelines:	A letter is sent home on February 2nd, 2017 explaining the initiative to raise funds to support Polar Bears through donations to participate in a Polar Bear Walk in the school yard on February 24th, 2017.
Revenue to collect:	Students are asked to bring a donation of a toonie.
Items/Services to be purchased:	All monies will be donated to WWF.
Surplus/Deficit Handling Plan:	All donations to be forwarded to WWF.

Project name:	Earth Club Fundraiser for WWF Canada
Person responsible:	Nay, Laurel
Purpose and timelines:	This is an Earth Club initiative to raise funds and awareness to support WWF Canada's conservation programs for animals.
Revenue to collect:	Raffle tickets to be sold for $1.00.
Items/Services to be purchased:	Two wildlife adoption kits will be raffled and the winners will be announced at the Madonna Catholic School's Christmas concert.
Surplus/Deficit Handling Plan:	Surplus from the raffle tickets will be donated to WWF Canada to support their efforts in animal conservation awareness.

Project name:	Earth Club SPCA Rice Krispie Sale
Person responsible:	Thompson, Kimberly
Purpose and timelines:	The purpose of the project will be communicated through school and classroom newsletters, notes in agendas as well as poster hung up on the walls within the school. They will know that any money collected will be donated to the Alberta SPCA
Revenue to collect:	Sources of revenue collected will be in cash for the purchase of Rice Krispie squares
Items/Services to be purchased:	Rice Krispie squares will be sold for 50 cents each, the money collected will be donated to the SPCA
Surplus/Deficit Handling Plan:	Any extra rice krispie squares will be sold at the school dance and if there are any left over after that they will be thrown into the compost bin. All monies will be donated to the Alberta SPCA
Project name:	ECS
Person responsible:	Stocker, Fiona
Purpose and timelines:	Parents are informed at the beginning of the year that fee requested will cover all kindergarten field trips and in class presentations.
Revenue to collect:	A fee will be applied to students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Program costs and transportation costs to programs.
Surplus/Deficit Handling Plan:	Any surplus will be used for year end celebration.
Project name:	Field Trip 1K
Person responsible:	Kuchmak, Cheryl
Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 1K.
Revenue to collect:	A fee will be applied to the students’ account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Admission fees/transportation fees.
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects.
Project name:	Field Trip 1N
Person responsible:	Noel, Kathy
Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 1N.
Revenue to collect:	A fee will be applied to the students’ account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Admission fees/transportation fees.
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects.
Project name:	Field Trip/Special Projects 2L
Person responsible:	LaRose, Stephanie

Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 2L.
Revenue to collect:	A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Supplies needed for special projects/admission fees/transportation fees.
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects.

Project name:	Field Trip/Special Projects 2T
Person responsible:	Thompson, Kimberly
Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 2T.
Revenue to collect:	A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Supplies needed for special projects/admission fees/transportation fees.
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects

Project name:	Field Trip/Special Projects 3NP
Person responsible:	Nay, Laurel
Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 3NP.
Revenue to collect:	A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Supplies needed for special projects/admission fees/transportation fees.
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects.

Project name:	Field Trip/Special Projects 4HD
Person responsible:	Hinger, Cathy
Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 4LH.
Revenue to collect:	A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Supplies needed for special projects/admission fees/transportation fees
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects.

Project name:	Field Trip/Special Projects 4S
Person responsible:	Starko, Stephanie
Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 4S.

Revenue to collect:	A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Supplies needed for special projects/admission fees/transportation fees.
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects.

Project name:	Field Trips 3L
Person responsible:	Lampka, Laura
Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 3L.
Revenue to collect:	A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Supplies needed for special projects/admission fees/transportation fees
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects.

Project name:	General
Person responsible:	Littlemore, Arlene
Purpose and timelines:	To be used for non-specific items as they arise over the year.
Revenue to collect:	Fees to parent.
Items/Services to be purchased:	Items as communicated with parents.
Surplus/Deficit Handling Plan:	Any balance will be carried forward to the next school year.

Project name:	Homework App Grade 4
Person responsible:	Roberts, Lori
Purpose and timelines:	It will be listed in the school fees and explained to the parents at the start of the school year.
Revenue to collect:	The partial cost of $3.50 is to be charged to each grade 4 student in 2016/2017.
Items/Services to be purchased:	The cost of the App will be purchased.
Surplus/Deficit Handling Plan:	Surplus or deficit will be applied to year end event.

Project name:	Lenten Child Sponsorship Donations
Person responsible:	Lampka, Laura
Purpose and timelines:	A letter was sent out to all staff and parents informing them of collecting donations to sponsor a child through Chalice.
Revenue to collect:	Monetary donations
Items/Services to be purchased:	A child will be sponsored through Chalice for one year ($444) Any remaining funds will also be donated to Chalice
Surplus/Deficit Handling Plan:	All funds collected will be donated to Chalice

Project name:	Literacy Club
Person responsible:	Stocker, Fiona

Purpose and timelines:	A letter is sent home to parents informing them what the club is about and how it will benefit those who participate.
Revenue to collect:	There is a charge of $30.00 per two months totaling $60.00 for the 4 months. Parents will send payment via cheque or cash to Madonna Catholic School.
Items/Services to be purchased:	The following items will be purchased: Food such as bread, cold cuts, jam, popcorn, Rice Krispie squares, and craft supplies such as playing cards, plastic hats, artificial flowers, tea-light candles, plastic spoons (for rose craft) and ribbons.
Surplus/Deficit Handling Plan:	Any surplus funds will be used for final celebration. A deficit will be covered by the school.

Project name:	Message Pouch
Person responsible:	Roberts, Lori
Purpose and timelines:	A message pouch is used by students as a means to carry papers back and forth between home and school. This pouch is re-used by students yearly.
Revenue to collect:	A fee paid by parents of children who receive a pouch.
Items/Services to be purchased:	The message pouch is purchased with the funds paid.
Surplus/Deficit Handling Plan:	Any surplus/deficit will be carried forward to the next year.

Project name:	Noon Hour Supervisor
Person responsible:	Littlemore, Arlene
Purpose and timelines:	A fee is required to cover the salary of Noon Hour Supervisors and is applied to students' accounts in grades 1 though 4 in September.
Revenue to collect:	Fee charged to parents. (Estimate based on previous year actual cost)
Items/Services to be purchased:	Cost of wages for Noon Hour Supervisors.
Surplus/Deficit Handling Plan:	Surplus/deficit to be carried over to next year.

Project name:	Recorder
Person responsible:	Dyck, Karen
Purpose and timelines:	A recorder is needed by students in grade 4 for music. A letter is sent home to parents of children needing to purchase a recorder advising parents of the cost.
Revenue to collect:	A fee to cover the cost of the recorder purchase will be charged to the parent on the students ACORN account.
Items/Services to be purchased:	The recorders will be purchased with the funds.
Surplus/Deficit Handling Plan:	Surplus/deficit if nominal will be carried forward to next year.

Project name:	Social Committee
Person responsible:	Kuchmak, Cheryl
Purpose and timelines:	This is an opening balance carried forward from the Sunshine Fund run for staff with monies collected from staff.
Revenue to collect:	Opening balance from staff who were in charge as per bank stmt
Items/Services to be purchased:	going away/retirement/special occasion flowers and small gifts when ill
Surplus/Deficit Handling Plan:	balance to be carried forward

Project name:	Student Leadership Club
Person responsible:	Wiunow, Agnes
Purpose and timelines:	An information letter and permission slip were sent home to parents ahead of time informing them of the Student Leadership Club, the $10.00 fee and the intended purpose for the money collected.
Revenue to collect:	Revenue will be collected from each student in the amount of $10 and the school budget will also contribute a portion of money to cover the cost of Student Leadership Club supplies and activities.
Items/Services to be purchased:	We will use the funds to purchase supplies for Student Leadership Activities such as T-Shirts, Art Supplies, Materials to develop Team Building tasks, student recognition prizes and a year end party to celebrate the student's hard work.
Surplus/Deficit Handling Plan:	If there is a surplus, then the funds will be transferred over to Students in Need whose families can not afford to pay for school activities and projects. A deficit will be covered by the school budget.

Project name:	Supplies/Consumable on Hand
Person responsible:	Roberts, Lori
Purpose and timelines:	A small supply of extra consumables as determined by teachers are kept at the school for new students to purchase as they enroll throughout the school year.
Revenue to collect:	The cost of the supplies/consumables used by a student will be charged to their account in ACORN.
Items/Services to be purchased:	The cost of the supply/consumable as specified by the students teacher will be covered.
Surplus/Deficit Handling Plan:	Will be carried forward to the next school year.

Project name:	Swimming Lessons Grd 1 to 4
Person responsible:	Hinger, Cathy
Purpose and timelines:	A letter is sent home with students to inform parents of the swimming program dates/times and costs.
Revenue to collect:	Fee of Red Cross Program and bus to be applied to students' accounts in ACORN for parents to pay.
Items/Services to be purchased:	Cost of Red Cross Swim Program as per Strathcona County Recreation and bus costs by transportation.
Surplus/Deficit Handling Plan:	Surplus would be applied to other school activities provided for grade 1 to 4 students or students in need.

Project name:	Terry Fox Run
Person responsible:	Kuchmak, Cheryl
Purpose and timelines:	The project is communicated to the students and parents through the school newsletter and the school website.
Revenue to collect:	Participants are asked to donate $1.00 to participate in the run in the school field
Items/Services to be purchased:	All donations will be forwarded to the Terry Fox Foundation.
Surplus/Deficit Handling Plan:	None anticipated - all monies will be donated

Project name:	Write-On Stationery Commission
Person responsible:	Roberts, Lori

Purpose and timelines:	Parents are offered the option through our June newsletter/school website of ordering school supplies through this company. Madonna Catholic School receives a commission based on the total order value.
Revenue to collect:	Commission cheque received from Write-On Stationery Supplies.
Items/Services to be purchased:	Funds are used to supplement student costs for field trips, art supplies and school supplies as required.
Surplus/Deficit Handling Plan:	Any balance would be carried forward to the next school year.

Project name:	Xmas Concert
Person responsible:	Dyck, Karen
Purpose and timelines:	The project will be communicated through our weekly SMORE email to parents prior to the Christmas Concert on December 20th, 2016. A sign will be put out with the donation container as well stating where the donated monies will be used.
Revenue to collect:	A silver collection will be taken the night of the Christmas Concert December 20th, 2016.
Items/Services to be purchased:	The music for the Christmas Concert will be purchased.
Surplus/Deficit Handling Plan:	A surplus of funds would be used to support the music program for all students at Madonna Catholic School. A deficit would be covered by the school.