

Project Plan Summary



Madonna Catholic School

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Principal: Cathy Hinger

Project name:	Advent Concert Collection
Person responsible:	Hinger, Cathy
Revenue Model:	Funds collected in this project are generated from donation, fundraising or other revenue sources.
Purpose:	
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none">• Donation to Catholic Social Services.
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent donations, fundraising, or other revenue received:</i> At the end of the year, any unspent funds will remain in the project and be carried forward for future donation.
Project name:	Agenda
Person responsible:	Hinger, Cathy
Revenue Model:	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a \$7.05 fee collected for this project.
Purpose:	<i>Student Fee</i> The purpose of this project is to collect fees for students on a cost recovery basis. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none">• Non-curricular goods
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent fees collected from students:</i> After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.
Project name:	Alien In Line Skating

Person responsible:	Hinger, Cathy
Revenue Model:	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a _____ fee collected for this project.
Purpose:	<i>Student Fee</i> The purpose of this project is to collect fees for students to participate in the Alien In Line Program. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> • Educational presentations • Enhanced supplies
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent fees collected from students:</i> After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

Project name:	APPLE Schools
Person responsible:	Gauthier, Kim
Revenue Model:	Funds collected in this project are generated from donation, fundraising or other revenue sources.
Purpose:	
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> • Information to come from Ms. Gauthier
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent donations, fundraising, or other revenue received:</i> At the end of the year, any unspent funds will remain in the project and be carried forward for future use.

Project name:	Bend the Rules
Person responsible:	Hinger, Cathy
Revenue Model:	Funds collected in this project are generated from donation, fundraising or other revenue sources.
Purpose:	
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> • Donations
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent donations, fundraising, or other revenue received:</i> At the end of the year, any unplanned surplus/deficit will be carried forward.

Project name:	Drumheller Field Trip
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Person responsible:	Gauthier, Kim
Revenue Model:	<p>Funds collected in this project are generated from student fees, as described below:</p> <p>The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a fee collected for this project to cover the shortfall which will be determined after fundraising is completed.</p> <p>Additionally, some funds collected in this project are generated from donation, fundraising or other revenue sources.</p>
Purpose:	<p><i>Student Fee</i></p> <p>The purpose of this project is to collect fees for students to participate in Drumheller Field Trip. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.</p> <p><i>Donation/Fundraising/Other</i></p> <p>The purpose of this project is to account for funds which are generated from Drumheller Field Trip fundraising events.</p>
Items/Services to be purchased:	<p><i>Fees for this project may be used towards the following:</i></p> <ul style="list-style-type: none"> • Admission Fees • Enhanced supplies • Transportation costs
Surplus/Deficit Handling Plan:	<p><i>Plan for handling unspent fees collected from students:</i></p> <p>After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.</p> <p><i>Plan for handling unspent donations, fundraising, or other revenue received:</i></p> <p>At the end of the year, any unspent funds will remain in the project and be carried forward for future use.</p>
Project name:	Field Trip 1SW
Person responsible:	Stadnick, Cheryl
Revenue Model:	<p>Funds collected in this project are generated from student fees, as described below:</p> <p>The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a fee collected for each project.</p>
Purpose:	<p><i>Student Fee</i></p> <p>The purpose of this project is to collect fees for students to participate in field trips as communicated to parents. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.</p> <p><i>Donation/Fundraising/Other</i></p>
Items/Services to be purchased:	<p><i>Fees for this project may be used towards the following:</i></p> <ul style="list-style-type: none"> • Admission Fees • Educational presentations • Enhanced supplies

- Non-curricular goods
- Transportation costs

Surplus/Deficit Handling Plan:	<p><i>Plan for handling unspent fees collected from students:</i></p> <p>After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.</p>
Project name:	Field Trip 2L
Person responsible:	LaRose, Stephanie
Revenue Model:	<p>Funds collected in this project are generated from student fees, as described below:</p> <p>The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a fee collected for this project/event as specified in the letter home to parents prior to event.</p>
Purpose:	<p><i>Student Fee</i></p> <p>The purpose of this project is to collect fees for students to participate in field trips as per the letter home to parents. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.</p> <p><i>Donation/Fundraising/Other</i></p>
Items/Services to be purchased:	<p><i>Fees for this project may be used towards the following:</i></p> <ul style="list-style-type: none"> • Admission Fees • Educational presentations • Enhanced supplies • Non-curricular goods • Transportation costs
Surplus/Deficit Handling Plan:	<p><i>Plan for handling unspent fees collected from students:</i></p> <p>After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.</p>
Project name:	Field Trip 3M
Person responsible:	McAra, Amanda
Revenue Model:	<p>Funds collected in this project are generated from student fees, as described below:</p> <p>The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a fee collected for this project as per letter sent home to parents.</p>
Purpose:	<p><i>Student Fee</i></p> <p>The purpose of this project is to collect fees for students to participate in field trips. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.</p> <p><i>Donation/Fundraising/Other</i></p>

Items/Services to be purchased:	<p><i>Fees for this project may be used towards the following:</i></p> <ul style="list-style-type: none"> • Admission Fees • Educational presentations • Enhanced supplies • Non-curricular goods • Transportation costs
Surplus/Deficit Handling Plan:	<p><i>Plan for handling unspent fees collected from students:</i></p> <p>After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.</p>
Project name:	Field Trip 4O
Person responsible:	O'Brien, Cara
Revenue Model:	<p>Funds collected in this project are generated from student fees, as described below:</p> <p>The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a fee collected for this project as per letter home to parents.</p>
Purpose:	<p><i>Student Fee</i></p> <p>The purpose of this project is to collect fees for students to participate in field trips as per detailed letters home. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.</p> <p><i>Donation/Fundraising/Other</i></p>
Items/Services to be purchased:	<p><i>Fees for this project may be used towards the following:</i></p> <ul style="list-style-type: none"> • Admission Fees • Educational presentations • Enhanced supplies • Non-curricular goods • Transportation costs
Surplus/Deficit Handling Plan:	<p><i>Plan for handling unspent fees collected from students:</i></p> <p>After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.</p>
Project name:	Field Trip 4W
Person responsible:	Wimmer, Fiona
Revenue Model:	<p>Funds collected in this project are generated from student fees, as described below:</p> <p>The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a field trip fee collected for this project.</p>
Purpose:	<p><i>Student Fee</i></p> <p>The purpose of this project is to collect fees for students to participate in the</p>

field trip. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.

Donation/Fundraising/Other

Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none">• Admission Fees• Educational presentations• Enhanced supplies• Non-curricular goods• Transportation costs
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent fees collected from students:</i> <p>After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.</p>
Project name:	Field Trip COGITO 1
Person responsible:	Bourassa, Ronalee
Revenue Model:	Funds collected in this project are generated from student fees, as described below: <p>The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a fee collected for this project as per letter sent home to parents.</p>
Purpose:	<i>Student Fee</i> <p>The purpose of this project is to collect fees for students to participate in field trips as communicated in letter home to parents. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.</p> <i>Donation/Fundraising/Other</i>
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none">• Admission Fees• Educational presentations• Enhanced supplies• Non-curricular goods• Transportation costs
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent fees collected from students:</i> <p>After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.</p>
Project name:	Field Trip COGITO 2
Person responsible:	Maclean, Caitlin
Revenue Model:	Funds collected in this project are generated from student fees, as described below: <p>The fees collected for this project will be spent on a cost recovery basis and will</p>

be estimated based on the expected costs. The combined total fee will not exceed the board approved maximum of \$250.00 for local activities.

Purpose: *Student Fee*
The purpose of this program is to collect fees for students to participate in COGITO 2 field trips and activities. A letter will be sent home with a detailed breakdown of activities and their associated costs. Activities may include an Inuit Connections Presentation or a visit to the Telus World of Science.
Donation/Fundraising/Other

Items/Services to be purchased: *Fees for this project may be used towards the following:*

- Admission Fees
- Educational presentations
- Enhanced supplies
- Transportation costs

Surplus/Deficit Handling Plan: *Plan for handling unspent fees collected from students:*
After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

Project name: **Field Trip COGITO 3**

Person responsible: Odiobala, Erica

Revenue Model: Funds collected in this project are generated from student fees, as described below:
The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a fee collected for each project separately.

Purpose: *Student Fee*
The purpose of this project is to collect fees for students to participate in field trips as communicated to parents. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.
Donation/Fundraising/Other

Items/Services to be purchased: *Fees for this project may be used towards the following:*

- Admission Fees
- Educational presentations
- Enhanced supplies
- Non-curricular goods
- Transportation costs

Surplus/Deficit Handling Plan: *Plan for handling unspent fees collected from students:*
After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.

Project name: **Field Trip COGITO 4**

Person responsible: Gauthier, Kim

Revenue Model:	<p>Funds collected in this project are generated from student fees, as described below:</p> <p>The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a fee collected for each project separately.</p>
Purpose:	<p><i>Student Fee</i></p> <p>The purpose of this project is to collect fees for students to participate in field trips as per letters home to parents. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.</p> <p><i>Donation/Fundraising/Other</i></p>
Items/Services to be purchased:	<p><i>Fees for this project may be used towards the following:</i></p> <ul style="list-style-type: none"> • Admission Fees • Educational presentations • Enhanced supplies • Non-curricular goods • Transportation costs
Surplus/Deficit Handling Plan:	<p><i>Plan for handling unspent fees collected from students:</i></p> <p>After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.</p>
Project name:	Field Trip COGITO K
Person responsible:	Cholak, Erin
Revenue Model:	<p>Funds collected in this project are generated from student fees, as described below:</p> <p>The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a fee collected for each project separately.</p>
Purpose:	<p><i>Student Fee</i></p> <p>The purpose of this project is to collect fees for students to participate in field trips as per letters to parents. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.</p> <p><i>Donation/Fundraising/Other</i></p>
Items/Services to be purchased:	<p><i>Fees for this project may be used towards the following:</i></p> <ul style="list-style-type: none"> • Admission Fees • Educational presentations • Enhanced supplies • Non-curricular goods • Transportation costs
Surplus/Deficit Handling Plan:	<p><i>Plan for handling unspent fees collected from students:</i></p> <p>After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.</p>

Project name:	Full Day Kindergarten
Person responsible:	Hinger, Cathy
Revenue Model:	<p>Funds collected in this project are generated from student fees, as described below:</p> <p>The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a tuition fee collected for this project.</p>
Purpose:	<p><i>Student Fee</i></p> <p>The purpose of this project is to collect fees for students to participate in Full Time Kindergarten. The tuition is \$4,250.00 for 10 months. All approved fee maximums are available on the school website.</p> <p><i>Donation/Fundraising/Other</i></p>
Items/Services to be purchased:	<p><i>Fees for this project may be used towards the following:</i></p> <ul style="list-style-type: none"> • Teacher replacement time
Surplus/Deficit Handling Plan:	<p><i>Plan for handling unspent fees collected from students:</i></p> <p>After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.</p>
Project name:	Gr. K-4 School Activities
Person responsible:	Hinger, Cathy
Revenue Model:	<p>Funds collected in this project are generated from student fees, as described below:</p> <p>The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a fee collected for each event separately.</p>
Purpose:	<p><i>Student Fee</i></p> <p>The purpose of this project is to collect fees for students to participate in school activities. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.</p> <p><i>Donation/Fundraising/Other</i></p>
Items/Services to be purchased:	<p><i>Fees for this project may be used towards the following:</i></p> <ul style="list-style-type: none"> • Admission Fees • Educational presentations • Enhanced supplies • Non-curricular goods • Transportation costs
Surplus/Deficit Handling Plan:	<p><i>Plan for handling unspent fees collected from students:</i></p> <p>After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.</p>
Project name:	Grants

Person responsible:	Hinger, Cathy
Revenue Model:	Funds collected in this project are generated from donation, fundraising or other revenue sources.
Purpose:	
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> Unknown use of grants at this time - will be updated as needed.
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent donations, fundraising, or other revenue received:</i> At the end of the year, any unspent funds will remain in the project and be carried forward for future use.
Project name:	Message Pouch
Person responsible:	Hinger, Cathy
Revenue Model:	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a \$12.10 fee collected for this project.
Purpose:	<i>Student Fee</i> The purpose of this project is to collect fees for cost recovery only. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> Non-curricular goods
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent fees collected from students:</i> After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.
Project name:	Noon Hour Supervisor
Person responsible:	Hinger, Cathy
Revenue Model:	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a \$22.50 fee for 1/2 time student and a \$45.00 fee for full time students collected for this project.
Purpose:	<i>Student Fee</i> The purpose of this project is to collect fees for students to be supervised during lunch break. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website. <i>Donation/Fundraising/Other</i>

Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> • Wages of Lunch Time Supervisors hired
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent fees collected from students:</i> After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.
Project name:	Recorder
Person responsible:	Fortier, Megan
Revenue Model:	Funds collected in this project are generated from student fees, as described below: A cost recovery fee TBD (to be updated with actual cost) to cover the cost of the recorder purchase will be charged to the parent on the students ACORN account.
Purpose:	<i>Student Fee</i> A recorder is needed by students in grade 3 and 4 for music. A letter is sent home to parents of children needing to purchase a recorder advising parents of the cost. <i>Donation/Fundraising/Other</i>
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> • Enhanced supplies
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent fees collected from students:</i> Surplus/deficit - If surplus of fees as a result, refunds will be credited to students account to reflect actual cost. If deficit, students will be charged the additional cost if school is unable to cover small balance.
Project name:	Staff Social Committee
Person responsible:	Pineau, Tracey
Revenue Model:	Funds collected in this project are generated from donation, fundraising or other revenue sources.
Purpose:	
Items/Services to be purchased:	<i>Fees for this project may be used towards the following:</i> <ul style="list-style-type: none"> • As per staff discussion.
Surplus/Deficit Handling Plan:	<i>Plan for handling unspent donations, fundraising, or other revenue received:</i> At the end of the year, any unspent funds will remain in the project and be carried forward for future use.
Project name:	Swimming Lessons Grd 1 to 4
Person responsible:	Hinger, Cathy
Revenue Model:	Funds collected in this project are generated from student fees, as described below: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. There will be a fee collected for this project.

Purpose:	<p><i>Student Fee</i></p> <p>The purpose of this project is to collect fees for students to participate in swimming lessons with transportation. A detailed breakdown of the project and its associated costs can be provided to parents as requested. All approved fee maximums are available on the school website.</p> <p><i>Donation/Fundraising/Other</i></p>
Items/Services to be purchased:	<p><i>Fees for this project may be used towards the following:</i></p> <ul style="list-style-type: none"> • Admission Fees • Educational presentations • Enhanced supplies • Non-curricular goods • Transportation costs
Surplus/Deficit Handling Plan:	<p><i>Plan for handling unspent fees collected from students:</i></p> <p>After the project is completed, any unplanned surplus over \$10.00/student will be credited back to the student account. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities. Unplanned deficits will be covered by funds from the school's general account.</p>