

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> <p>At the end of the year, any unspent funds will remain in the project and be carried forward for future donation.</p>

Project name:	Agenda
Person responsible:	Hinger, Cathy
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 \$7.05 fee collected for this project.</p>
Purpose:	<i>Student Fee</i> <p>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.</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">• Non-curricular goods
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</p>

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:

Fees for this project may be used towards the following:

- Donations

Surplus/Deficit Handling Plan:

Plan for handling unspent donations, fundraising, or other revenue received:
At the end of the year, any unplanned surplus/deficit will be carried forward.

Project name:

Book Fair

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:

Fees for this project may be used towards the following:

- Sale of items provided by Book Fair Supplier. Money is returned to Book Fair provider for goods sold.

Surplus/Deficit Handling Plan:

Plan for handling unspent donations, fundraising, or other revenue received:

At the end of the year, any unspent funds will remain in the project and be carried forward for future use.

Project name:

Drumheller Field Trip

Person responsible:

Gauthier, Kim

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 to cover the shortfall which will be determined after fundraising is completed.

Additionally, some funds collected in this project are generated from donation, fundraising or other revenue sources.

Purpose:

Student Fee

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.

Donation/Fundraising/Other

The purpose of this project is to account for funds which are generated from Drumheller Field Trip fundraising events.

Items/Services to be purchased:

Fees for this project may be used towards the following:

- Admission Fees
- 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.

Plan for handling unspent donations, fundraising, or other revenue received:

At the end of the year, any unspent funds will remain in the project and be carried forward for future use.

Project name:	Field Trip 1SW
Person responsible:	Stadnick, Cheryl
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.
Purpose:	<i>Student Fee</i> 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. <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> 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 2L
Person responsible:	LaRose, Stephanie
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/event as specified in the letter home to parents prior to event.
Purpose:	<i>Student Fee</i> 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. <i>Donation/Fundraising/Other</i>

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 3M

Person responsible:

McAra, Amanda

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 as per letter sent home to parents.

Purpose:

Student Fee

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.

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 4O

Person responsible:

O'Brien, Cara

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 as per letter home to parents.

Purpose: *Student Fee*
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.
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 4W**

Person responsible: Wimmer, Fiona

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 field trip fee collected for this project.

Purpose: *Student Fee*
The purpose of this project is to collect fees for students to participate in the 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: *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 1

Person responsible:

Bourassa, Ronalee

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 as per letter sent home to parents.

Purpose:

Student Fee

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.

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 2

Person responsible:

Maclean, Caitlin

Revenue Model:

Funds collected in this project are generated from student fees, as described below:
The fees collected for this project will be spent on a cost recovery basis and will 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: 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 seperately.

Purpose: *Student Fee*
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.

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 K**

Person responsible: Cholak, Erin

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 seperately.

Purpose: *Student Fee*
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.

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: **Full Day Kindergarten**

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 tuition fee collected for this project.

Purpose: *Student Fee*
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.

Donation/Fundraising/Other

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

- Teacher replacement time

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: **Gr. K-4 School Activities**

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 each event separately.

Purpose: *Student Fee*
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.

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:

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:

Fees for this project may be used towards the following:

- Unknown use of grants at this time - will be updated as needed.

Surplus/Deficit Handling Plan:

Plan for handling unspent donations, fundraising, or other revenue received:

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:

Student Fee

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.

Donation/Fundraising/Other

Items/Services to be purchased:

Fees for this project may be used towards the following:

- Non-curricular goods

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:

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:

Fees for this project may be used towards the following:

- As per staff discussion.

Surplus/Deficit Handling Plan:

Plan for handling unspent donations, fundraising, or other revenue received:

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:

Student Fee

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.

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.